CONTENTS

CHAPTER- I:

INTRODUCTION:

1. Concept of Productivity
2. Objects of Productivity
3. Measurement of Productivity
4. Factors determining Productivity
   (a) Factors other than Workers-
       Financial factor, Technical
       Factor, Managerial Factor
       and Government Policies.
   (b) Factors related to Workers-
       Job confirmation, Training,
       Incentives and Welfare
       Programmes.
5. Role of Workers in Productivity
6. Need to study the Topic

CHAPTER- II:

1. PERSONNEL MANAGEMENT AND PRODUCTIVITY

   (I) Meaning of Personnel Management
   (ii) Need of Personnel Management
   (iii) Objects of Personnel Management
   (iv) Principles of Personnel Management

       Principle of Maximum Industrial
       Development,
       Principle of Scientific Selection
       Procedure,
Principle of Maintaining High Moral,
Principle of Dignity of Labour,
Principle of Team Spirit,
Principle of Efficient Communication,
Principle of Joint Management and
Principle of Contribution to National Property.


(vi) RECRUITMENT:

(a) Concept of Recruitment, Meaning of Recruitment, Importance of Recruitment and Reasons of Recruitment.

(b) Need of Recruitment

(c) Nature of Recruitment: Seasonal recruitment, Permanent recruitment, Full time and Part time recruitment

(d) Methods of Recruitment: Recruitment through mediators, through relatives, through labour officer, through Trade Union, through technical Institutions and through Contractors and through employment exchange.

(e) Survey of Recruitment Policies adopted in Textile Units.
(vii) **PROMOTION:**
(a) Concept of Promotion
(b) Need of Promotion
(c) Types of Promotion: Departmental Promotion, Inter Departmental Promotion, Horizontal Promotion & Vertical Promotion
(d) Survey of Promotion Policies adopted in Textile Units.

(viii) **TRANSFER:**
(a) Concept of Transfer
(b) Need of Transfer
(c) Causes of Transfer: Promotion, Demotion, Change in area of the department, Expansion of business & Health.
(d) Types of Transfer: Production Transfer, Replacement Transfer, Shift Transfer, Transfer in the department and Inter departmental Transfer.
(e) Procedure of Transfer
(f) A Survey of Transfer Policies in various Textile Units.

(ix) **TRAINING:**
(a) Concept of Training
(b) Need of Training
(c) Stages of Training
(d) Methods of Training:
- Training in the department,
- Training in training centre,
- Training through expert
- Workers, Training by
- supervisor, Training by
- Refresher course.

(e) Training and Productivity

(f) A Survey of Policies of
Training adopted in
Textile Units.

(x) SUPERVISION:
(a) Concept of Supervision
(b) Need of Supervision
(c) Methods of Supervision
(d) Supervision and Productivity
(e) A Survey of supervision
in various Textile Units.

CHAPTER-III:

WORKER'S REMUNERATION AND PRODUCTIVITY:

(A) Concept of Remuneration
(B) Need of Remuneration
(C) Factors determining Remuneration:
- Education, Training, Experience and
- Technical Know how.
(D) Methods of Remuneration:
- Piece rate, Time rate, Incentives and
- benefits-Financial, Non Financial,
- Over Time and Bonus.
(E) Present Wage structure in various Textile
Units
(F) A survey of Remuneration in various Textile
Units.
CHAPTER IV
ABSENTEEISM AND PRODUCTIVITY

(A) Meaning of Absenteeism

(B) Types of Absenteeism

(i) Complete Absenteeism
   Leaving department physically for short period but avoiding work on so called reasonable grounds.

(ii) Partial Absenteeism
   Leaving department physically for short period, remaining in department but avoiding work or staying at work by senior officers in communication orders etc., to juniors.

(iii) Forced Absenteeism
   Absenteeism due to political, religious and social reasons, sympathetic absenteeism, breakage of machinery, power failure or breakdown of machinery.

(C) Causes of Absenteeism

(A) Due to political, religious and social reasons.
(B) Due to lack of reasonable grounds.
(C) Due to power failure or breakdown of machinery, communication orders etc.

(D) Effects of Absenteeism on Productivity

(A) Survey of Absenteeism in various Textile Units.
(B) A study of Industrial disputes in certain cases - A Survey of Industrial disputes on Productivity in Textile Industry.

CHAPTER V
INDUSTRIAL DISPUTE ACT AND PRODUCTIVITY

(A) Causes of Industrial Disputes

(B) Impact of Industrial Disputes on Productivity in Textile Industry

(C) A study of Industrial disputes in certain cases - A Survey of Industrial disputes on Productivity in Textile Industry.
(D) Loss on productivity due to Industrial Disputes

(E) Settlement of Industrial Disputes

CHAPTER-VI:

HUMAN AND ENVIRONMENTAL CONDITIONS DETERMINING PRODUCTIVITY OF LABOUR:

(A) Service conditions

(B) Education

(C) Job Satisfaction

(D) Training

(E) Labour movement

(F) Indiscipline

(G) Retrenchment

(H) Promotion

(I) Industrial Relations

(J) Technical Know-how

(K) Motivation and Incentives

(L) Job Confirmation

(M) Labour Welfare

CHAPTER-VII:

CONCLUSION AND SUGGESTIONS:

ANNEXURES

I. Methodology

II. Questionnaire for Workers

III. Questionnaire for Officers

IV. Questionnaire for the Leaders of Trade Unions
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>V.</td>
<td>Bibliography</td>
<td>232</td>
</tr>
<tr>
<td>VI.</td>
<td>Reports</td>
<td>251</td>
</tr>
<tr>
<td>VII.</td>
<td>Journals and periodicals</td>
<td>253</td>
</tr>
<tr>
<td>VIII.</td>
<td>List of Legislations &amp; Enactment.</td>
<td>255</td>
</tr>
</tbody>
</table>