

**CORE COURSE – XI : HUMAN RESOURCE MANAGEMENT**

**Objective:**

The course aims at introducing the students to various aspects of human resources management. The important functions of a human resources manager such as recruitment and selection processes interview methods. Performance appraisal, training and development, disciplinary procedures, collective bargaining and employee welfare. The students will be exposed to the recent methods and trends in HRM with a few case studies in the context of globalization.

**Unit I            Perspectives in Human Resource Management**

Evolution of Human Resource Management – The Importance of the Human Factor – Objectives of Human Resource Management – Role of Human Resource Manager – Human Resource Policies – Understanding business process in the context of Human Resource Management – Computer Applications in Human Resource Management.

**Unit II            The concept of Best-fit Employee**

Importance of Human Resource Planning – Forecasting Human Resource requirements – Internal and External sources. Selection Process – Screening – Tests – Validation – Interview – Medical Examination – Recruitment. Induction – Importance – Practices Socialization benefits.

**Unit III          Training and Executive Development**

Types of training methods – Purpose – Benefits – Resistance. Executive development programmes – Common practices – Benefits – Self Development – Knowledge Management.

**Unit IV          Sustaining Employee Interest**

Compensation Plans – Rewards – Motivation – Theories of motivation – career Management – Developing Mentor – Protégé Relationships.

**Unit V            Performance Evaluation and Control Process**

Methods of Performance Evaluation - Feedback – Industry practices, Promotion, Demotion, Transfer and Separation – Implications of job change. The control process – Importance – Methods – Requirements of Effective Control System. Grievances – causes – Implications – Redressed Methods – Gender Sensitivity.

**Reference Books:**

1. Decenzo and Robbins, Human Resource Management, Wiley, 6<sup>th</sup> Edition, 2001.
2. Biswajeet Pattanayak, Human Resource Management, Prentice Hall of India, 2001.
3. Eugene Mckenna and Nic Beach, Human Resource Management, Pearson Education Limited, 2002.
4. Dessler, Human Resource Management, Pearson Education Limited, 2002.
5. Mamoria C.B. and Mamoria S., Personnel Management Himalaya Publishing Company, 1997.
6. Wayne Cascio, Managing Human Resources, McGraw Hill, 1998.
7. Ivancevich, Human Resource Management, McGraw Hill, 2002.