

**CC XIV HUMAN RESOURCES MANAGEMENT:**

**Unit 1. Human Resources Management –**

Meaning, Objectives and functions of human resources management – human resources policies – organization of human resources department – human resources planning

**Unit 2. Recruitment –**

Sources – Selection – Policies and procedures. Interviews and tests-various methods, Training – Importance and methods –promotion and transfer – significance, policies problems and causes.

**Unit 3. Job analysis -**

Use and methods, job description – characteristics, job specification, job evaluation – Techniques and methods, merit rating –its use, objectives, methods and techniques.

**Unit 4. Wages and salary –**

policies and objectives, methods of wage payment – Human Resources Problems –work environment, labour turnover, Labour unrest. Grievances – Industrial Discipline.

**Unit 5. Trade Unions –**

Collective bargaining – workers participation in management – employee Benefits – Social Security – Human Resources management problems and issues with reference to cooperative- **New trends** in Human Resources management - Computer application in HRM.

**REFERENCES:**

1. B.L.Mathur – Human Resources Development, Arihant Publishers
2. R.S.Dwivedi – Manpower Management, Prentice hall of India Ltd.,
3. D.Prabhakara Rao – Human Resource Accounting, Inter India Publications
4. Edwin B.Flippo, Personnel management, Mc, Graw Hill International Editions.
5. Cynthia.D.Fisher, Lyle.F.Schoen seldt and james .B.Shaw , Human Resource Management All India Publications & Distributors, Chennai
6. Rudra basavaraj.M.N, Dynamic Personnel Administration, Himalaya Publishing House, Chennai