

ELECTIVE II - HUMAN RESOURCE MANAGEMENT

Objective: The course enables the student to get perspective on human resources. Further it familiarizes the students with various concepts, issues and practices in dealing with people in health sector organizations.

Unit-1

Definition – Concepts – scope –relation to other departments – organization of the department – functions.

Unit-2

Man power planning – job analysis – job description – recruitment – selection – methods of selection – Types of interviews – types of tests – induction.

Unit-3

Training & development – need for training – types & methods – performance appraisal – motivation – counseling.

Unit-4

Wage & Salary administration – principles and techniques of wage fixation - Job evaluation - Merit rating methods of wage payment – incentive schemes – employee welfare – occupational safety – collective bargaining – employee participation in management.

Unit-5

Labour relations – ESI Act – Factories Act – Payment of wages act – provident fund & provisions - trade union act – promotion - transfer – discipline – disciplinary procedures –Planning for retirement.

References:

Chatterjee NN: Management of Personals in Indian Enterprises, Allied Book Agency, Calcutta.

Dale S. Beach: Personal., Mac Millian Publishing Co.,

Finley RT: Personal Manager and his job., American Management Association, New York.

Mammoria C.B.:Personnel Management, Himalaya Publishers

Tripathi P.C.:Personnel Management and Industrial Relations., Sulthan Chand & Co.,

J.B. Miner & M.G. Miner: Personal and industrial Relations A Managerial Approach

Southwick Arthur F: law of Hospital and Health Care Administration.