

CORE COURSE – VII – HUMAN RESOURCE MANGEMENT

Credit Allotted: 4

Max. Marks: 75

Objectives : To enable the students to understand the concepts and practices followed in managing people at work.

Unit I

Meaning of HRM – Significance of HRM – Functions of HRM – Objectives of HRM – Evolution and Development of HRM – Human Resource Planning – HRP at Different levels – Process of Human Resource Planning.

Unit II

Sources and Techniques of Recruitment – Selection Procedure – Tests – Interviews – Placement – Induction – Training Methods – The Training Procedure.

Unit III

Significance of Human Resource Development – Management Development Programmes – Techniques of Management Development – Performance Analysis and Development – Performance Appraisal – Counselling – Managerial Appraisal.

Unit IV

Career Planning – Succession Planning – Career Development – Counselling – Absenteeism – Managing Change – Resistance to change – Approaches to Organisational Change – Organisation Development – The OD Process – Job Evaluation Methods / Techniques – Advantages of Job. Evaluation – problems of Job Evaluation.

Unit V

Reward System – Wage and Salary administration – Bonus – Objectives of Fringe Benefits – Types of Fringe Benefits – Non Monetary Rewards – Motivation and Motivation Theories – Leadership – Team Building – Morale – Communication – Job Satisfaction.

BOOKS FOR REFERENCE :

1. Essentials of Human Resource Management and Industrial Relations – P.Subba Rao – Himalaya Publishing House.
2. Personnel Management and Human Resources – C.S. Venkata Ratnam and B.K.Srivastava – TMH.
3. Personnel Management and Industrial Relations – P.C. Tripathi – Sultan Chand & Sons.
4. Human Resource Management – B.S.Bhatia and G.S.Batra – Deep & Deep Publications.