

HUMAN RESOURCES MANAGEMENT

1. Study and evolution of Managerial Practice and Policy in the administration of personnel. Role of personnel in the management ; advisory and service function to other department, typical organization set up of the personnel department.
2. Manpower Planning – Recruitment – Selection and Placement Sources of labour supply; methods of selection, use of test in selection and placement and development of personnel.
3. Training and programmed learning objectives, types and methods ; TWI, Management development. Its meaning scope and methods. Organization development – Induction of personnel.
4. Work environment – Fatigue – Safety and accident prevention – Accident records.
5. Transfer, promotion and termination of services-the rational behind them. Developing and administering promotion plans.
6. Wage and salary administration; principles and techniques of wage fixation, job evaluation, merit rating methods of wage payment, incentive schemes.
7. Communication, importance, channels and media of communication-suggestion schemes –Brain storming and other importing methods.
8. Moral importance of moral employee attitudes and behavior and the significance to employee productivity.
9. Trade Unions and their organization structures and policies; Joint consultation and employee participation in management.

Intervention of the state in the settlement of employer and employee difference-Collective bargaining.

Integration of personnel policy directed towards good industrial Relation and the need for constant review.

Reference:

1. Personnel Management by Edwins b.Elippo-Mc Graw-Hill Publications.
2. Personnel Management- Werther & Davis Mc Graw Hill Publishing Co. Ltd.,
3. Personnel Management and Industrial relation by P.C.Tripathi Sultan Chand & Sons.
4. Personnel Management and Industrial Relations - Pradeep Kumar Kader Math and Ram Nath Co., Meerut.