

HUMAN RESOURCE MANAGEMENT

OBJECTIVE: To develop an understanding of the management of human Resources with reference to various aspects of personnel management.

UNIT I

Meaning and Definition of HR– Characteristics, Scope, Objectives – Principles of HRM– Functions of Personnel Department – Managerial and Operative Functions.

UNIT II

Basics and needs of HR Planning – Factors affecting HR Planning – Steps in HR Planning – Recruitment, Selection and Placement of Personnel – Interviews and Tests – Job Analysis, Job Description, Job Specification, Job Evaluation.

UNIT III

Training-Objectives-methods-executive development methods-Promotion-criteria and types – Transfer - Types - career planning - meaning-importance.

UNIT IV

Wages – Different methods of wage payments – time rate – piece rate –Incentive schemes - fringe benefits.

UNIT V

Performance evaluation-methods-motivation- concepts only– Discipline and Disciplinary procedure – Grievances and Grievance Handling – steps

RECOMMENDED TEXTBOOK:

Human Resource Management- S.S. Khanka - Himalaya publishing House

BOOKS FOR REFERENCE:

Personnel Management – C.B. MAMORIA, Himalaya Publishing House.

Personnel Management – ARUN MONAPPA, MIRZA SAIYADAIN, Tata McGraw Hill.

Personnel Management – K.K. AHUJA, Kalyani Publishers.

Personnel Management and Industrial Relations – K.K. AHUJA, Kalyani Publishers.

Personnel Management and Industrial Relations – P.C. TRIPATHI, Sultan Chand

Dynamics of Industrial Relations – MAMORIA, MAMORIA & GANKAR – Himalaya Publishing House.