

Course Name: Human Resource Management**Course Code-MS 108****Course Credits: 6**

Course Objective: The objective of this course is to sensitize students to the various facets of managing people, to create an understanding of the various policies and practices of human resource management, to facilitate learning and application in organizational context.

Block I Introduction to HRM**Unit I Introduction to HRM**

Human Resource Management- Concept, Meaning and Nature

Unit II HRM-Significance and Objectives

HRM-Significance and Objectives, Role of HR Manager, HRM in India

Unit III Human Resource Planning**Unit IV Job Analysis and Job Design**

Job Analysis –Specification, Description and Approaches to Job Design, Job Simplifications, Enlargement, Rotation, Enrichment.

Block II- Recruitment and Selection**Unit V Recruitment and Sources of Recruitment**

-Recruitment Practices in India

Unit VI Selection-Process and Methods of Selection

-Selection Practices in India

Unit VII Induction and Placement**Unit VIII Promotions and Transfers**

-Demotions and Separations- Absenteeism and Turnover

Unit IX Human Resource Development**Block III- Training and Performance Management****Unit X Training –Need and Objectives****Unit XI Training Methods and Techniques****Unit XII Evaluation of Training Programmes**

Evaluation of Training Programmes – Concept of Management Development Programme

Unit XIII Performance Appraisal

Performance Appraisal- Purpose, Methods, Appraisal instruments, Errors in appraisal, Appraisal interview, New Trends

Unit XIV Compensation Management

Job Evaluation

Block IV-Industrial and Labour Relations

Unit XV Industrial Relations

Industrial Relations-Introduction, Objectives and Purpose

Unit XVI Trade Unions

Unit XVII Collective Bargaining

Unit XIX Management of Grievances and Industrial Disputes

Unit XVIII International Human Resource Management

Unit XIX Contemporary Issues in Human Resource Management

-Quality of work life

Suggested Readings:

1. C.S. Venkat Ratnam & B.K.Srivastava, Personnel Management & Human Resource, TMH.
2. V.S.P. Rao, Human Resource Management, Excel Books.
3. W. F. Cascio, Managing Human Resources, TMH.
4. D. Bhattacharya, Human Resource Management, Excel Books.
5. Aswathapa, Human Resource & Personnel Management, TMH.
6. Gomez Mejia, Balkin & Cardy, Managing Human Resources, Pearson.
7. Mathis and Jackson, Human Resource Management, Thomson.
8. C.B Mamoria, Personnel Management, Himalaya.
9. P. Jyothi & D.N. Venkatesh, Human Resource Management, Oxford.