

Human Resource ManagementFull Marks : 100

Objectives: The objective of this course is to help the students to develop an understanding of the concept & techniques of essential functions of human resource management. This course will use and focus on Indian experiences, approaches and cases.

Course content**Unit I: Introduction to Human Resource Management****[10L]**

- Human Resource Management: Concept, Scope, Functions
- HR Managers: Roles and functions
- Difference between HRM, PM and HCM
- HRM Support for improvement programs like work life balance, wellness programs
- Role of HR in strategy formulation
- Significance of Competitive advantage through HR
- HRM issues in Indian Organizations

Unit II: Human Resource Management and Procurement**[20L]**

- Human Resource Planning (HRP): Concept, Objectives, Process (Forecasting demand and supply, Skill Inventories)
- Human Resource Information System (HRIS): Concept and Application
- Job Analysis: Concept and purpose
- Recruitment: Concept, Internal & External sources of recruitment
- Selection: Concept, Process
- Orientation: Concept, Purposes and Problems

Unit III: Human Resource Development and Employee Welfare**[20L]**

- Human Resource Development (HRD): Definition, Objectives, Challenges
- Training: Concept, Need, Evaluating Training effectiveness, Methods (On the job and Off the job training)
- Management development: Concepts and Methods
- Succession planning
- Promotion: Bases of Promotion
- Performance appraisal: Concept, objectives, limitations, Methods (Traditional and modern)
- Job Evaluation: Concept, Difference with Performance Appraisal
- Career planning: Concept and significance
- Compensation: Purpose and techniques, Components of pay structure with reference to India, factors influencing pay structure, wage differentials & incentives, ESOP, Employee welfare schemes (Social security, health, retirement & other benefits).

Unit IV: Industrial Relations and Discipline**[20L]**

- Industrial Relations: Concept, objectives, causes of poor IR
- Industrial Dispute: Concept, causes, machinery for settlement of disputes
- Industrial Discipline: Concept, causes of indiscipline, disciplinary procedures
- Grievance: Concept, causes and grievance redressal mechanisms
- Trade union: Role and functions
- Collective Bargaining and Workers participation in Management: Concept, role.

Suggested Readings:

1. DeCenzo, D.A.& Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons.
2. Dessler, G. Human Resource Management, Pearson.
3. Rao, V.S.P: Human Resource Management, Text and Cases, Excel Books
4. Aswathappa, K. Human Resource and Personnel Management, Tata McGraw Hill.
5. Gupta, C.B, Human Resource Management, Sultan & Chand Publishing
6. R. Wayne Mondy & Robert M. Noe: Human Resource Management, Pearson.