

CP-207: HUMAN RESOURCE MANAGEMENT

Unit-I

Human Resources Management-Introduction and Importance, Human Aspect of Management, HRM Evolution. Difference between Personnel Management and HRM. HRM in a Changing Environment, Role of a HR Manager.

Unit -II

Human Resources Planning: Objectives, Importance, Process and Manpower Estimation

Job analysis, Job Description, Job Specification.

Recruitment: Meaning and Sources of Recruitment.

Selection: Essentials of selection procedure and Process

Placement and Induction, Retention of Employees.

Unit-III

Training and Development- Objectives and Needs, Training Process, Methods of Training, Tools and Aids

Evaluation of Training Programs.Career Planning and Succession Planning.

Unit-IV

Performance Management System: Definition, Concepts and Ethics.

Performance Appraisal: Methods, Rating Errors

Compensation Management: Concepts and Components, Perks and Benefits.

Job Evaluation: concept and methods

Productivity Management: Concept, TQM, Kaizen and Quality Circles.

Unit-V

Industrial Relations: Disputes, Causes, Settlement of Disputes -Grievance Procedure and Collective Bargaining.

Industrial Relations & Trade Unions, Retirement/Separation, Superannuation, Voluntary Retirement Schemes, Resignation, Discharge, Dismissal, Suspension, Layoff.

Suggested Readings

1. Aswathappa, K. *Human Resource and Personnel Management* Tata McGraw Hill, New Delhi, 1997
2. De Cenzo, D A & Robbins S P. *Human Resource Management*. 5th ed., New York, John Wiley, 1994.
3. Guy, V & Mattock J. *The New International Manager*. London, Kogan Page, 1993.
4. Holloway, J. ed. *Performance Measurement and Evaluation*. New Delhi, Page, 1995.
5. Monappa, A. & Saiyadain M. *Personnel Management*. 2nd ed., New Delhi, Tata Mc-Graw-Hill, 1966.
6. Stone, Lloyed and Leslie W. Rue, *Human Resource and Personnel Management* Richard D. Irwin, Illinois, 1984.

The list of cases and specific references including recent articles will be announced in the class at the time of launching of the course.