# **Syllabus**

### Module - I: HUMAN RESOURCE MANAGEMENT (HRM ) (11 Lectures)

- 1.1 Human Resource Management (HRM)
  - 1.1.1 Meaning of HRM Features / Nature Significance Scope / Functions
  - 1.1.2 Strategic Human Resource Management Meaning Comparison between Traditional and Strategic Human Resource Management
  - 1.1.3 Human Resource Information System (HRIS) Meaning Importance
- 1.2 Human Resource Planning (HRP)
  - 1.2.1 HRP Meaning Steps
  - 1.2.2 Job Analysis Meaning Benefits Components
  - 1.2.3 Job Design Meaning Factors influencing Job Design Techniques
  - 1.2.4 Recruitment Meaning Sources of Recruitment
  - 1.2.5 Selection Meaning Steps in Scientific Selection Process for Managerial Personnel
  - 1.2.6 Interview and Employment Test Meaning Types

#### MODULE - II : HUMAN RESOURCE DEVELOPMENT (HRD) (11 Lectures)

- 2.1 Human Resource Development
  - 2.1.1 Meaning of HRD Scope / Functions
- 2.2 Training and Management Development Programme (MDP)
  - 2.2.1 Training Meaning Methods (On the Job and Off the Job) Importance
  - 2.2.2 Management Development Programme Meaning Techniques of MDP
- 2.3 Performance Appraisal
  - 2.3.1 Meaning of Performance Appraisal Benefits- Limitations
  - 2.3.2 Traditional and Modern Methods of Performance Appraisal
- 2.4 Career Planning and Development (CPD)
  - 2.4.1 Meaning of CPD Importance Role of Employer and Employee in CPD
  - 2.4.2 Career Options in HRM
  - 2.4.3 Succession Planning

#### **MODULE - III : HUMAN RELATIONS**

(11 Lectures)

- 3.1 Human Relations (HR)
  - 3.1.1 Meaning of Human Relations Significance of Human Relations
- 3.2 Leadership
  - 3.2.1 Meaning of Leadership Styles

- 3.2.2 Theories of Leadership Trait Theory- Transactional Theory Transformational Theory
- 3.3 Motivation
  - 3.3.1 Meaning of Motivation Factors Influencing Motivation
  - 3.3.2 Theories of Motivation Alderfer's ERG Theory McGregor's Theory X and Theory Y, William Ouchi's Theory Z
- 3.4 Employee Morale
  - 3.4.1 Meaning of Employee Morale Factors Influencing Employee Morale
- 3.5 Grievance Handling
  - 3.5.1 Meaning of Grievance Causes of Grievances
  - 3.5.2 Grievance Handling Procedure

## MODULE – IV : RECENT TRENDS IN HUMAN RESOURCE MANAGEMENT (12 Lectures)

- 4.1 Human Resource Accounting Meaning Importance
- 4.2 Emotional Quotient (EQ), Spiritual Quotient (SQ) Meaning Factors Affecting EQ and SQ
- 4.3 Mentoring and Counselling Meaning Techniques of Counselling
- 4.4 Challenges before HR Manager in Changing Business Environment (Work Force Diversity Attrition Downsizing Ethical Issues in HRM such as Sexual Harassment, Discrimination)