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)