HUMAN RESOURCE MANAGEMENT

Learning outcomes:
1) Understand the value and importance of human resources in an organization
2) Appreciate the need for a dedicated department to manage human resources
3) Analyse the ways and means of hiring and appraising human resources
4) Apply information technology in HRM

SEMESTER - I

MODULE I Introduction to Human Resources Management

a) HRM –Meaning, Importance and Evolution
b) Context of HRM practices-Environmental influences
c) HRM department as an integral part of organizations-
d) Objectives of HRM department
e) HRM in global setting

MODULE II Human Resource Planning

a) Role of HRP- Factors affecting HRP
b) Steps in HRP
c) Information Management in HRP-Importance of Human Resource Information System
d) Job Analysis-Process-Tools and Techniques
e) Psychological and Behavioural Issues in HRP

MODULE III Recruitment and Selection

a) Purpose, Importance and Sources of Recruitment-Factors governing recruitment process
b) Tools of selection and Selection Process
c) Inducting and Placing the new recruits
d) Role of recruitment agencies

MODULE IV Appraising and Managing Performance

a) Introduction-definition, objectives, need and importance of Performance Appraisal
b) Process of Performance Appraisal
c) Traditional and Modern Techniques of Performance Appraisal-
d) Limitations of Performance Appraisal

e) Ethical aspects in Performance Appraisal

**Recommended books:**

7. What is needed to perform the personnel function successfully (Personnel and Human Resources Administration)
11. Human Resource Development – The Recent Experience by Sievera
12. Readings in Human Resource Development by T V Rao
13. Recent Experience in HRD by T V. Rao and D Perera
14. Training for Development by Perera and Linton

**Question Paper Pattern**

Q 1 Answer any two out of three (Module/Para I) 15 marks

Q 2 Answer any two out of three (Module/Para II) 15 marks

Q 3 Answer any two out of three (Module/Para III) 15 marks

Q 4 Answer any two out of three (Module/Para IV) 15 marks
HUMAN RESOURCE MANAGEMENT

Learning outcomes:

1) Understand the value and importance of human resources development
2) Appreciate the need for a succession planning
3) Organize various employee centered programmes and measures
4) Become innovative in managing human resources

SEMESTER – II

MODULE I Training and Development

   a. Training-need, objectives and importance of training,
   b. Need and importance of Management Development Programme,
   c. Designing an Effective Training and Development Programme,
   d. Evaluation of the Effectiveness of Training Programmes,
   e. Challenges before a Trainer,
   f. Self Development Mechanism, Knowledge Enrichment and Career Advancement

MODULE II Succession Planning :

   a) Need for Succession planning with special reference to family oriented enterprises and professionally managed organizations
   b) Culture as a factor in Succession Planning
   c) Problems and Issues in Succession Planning at different levels in organisations
   d) Grievance Procedure and Resolving Disputes

MODULE III Health and Safety Aspects of HRM :

   a) Organisational commitment towards safety and health of human resource
   b) Safety measures and safety programmes
   c) Ensuring mental and physical health
   d) Stress and its impact on job performance-managing stress at work
   e) Employee welfare as organizational mission

MODULE IV Recent trends in Human Resources Management
a) ‘Work –Life balance’ as an important component of HRM
b) Corporate Social Responsibility and HRM
c) HRM issues related to BPO-KPO-Organizational Restructuring
d) Innovative Employee Incentive Schemes in Global Scenario

Recommended books :
2. Personnel Management (Management of Human Resources) by Dr. C.B. Mamoria/Himalaya Publishing House, Bombay – 1980
7. What is needed to perform the personnel function successfully (Personnel and Human Resources Administration)
11. Human Resource Development – The Recent Experience by Sievera
12. Readings in Human Resource Development by T V Rao
13. Recent Experience in HRD by T V. Rao and D Perera
14. Training for Development by Perera and Linton

Question Paper Pattern

Q 1 Answer any two out of three (Module/Para I) 15 marks

Q 2 Answer any two out of three (Module/Para II) 15 marks

Q 3 Answer any two out of three (Module/Para III) 15 marks

Q 4 Answer any two out of three (Module/Para IV) 15 marks