

**Subject Code:1MS1010306**

**Subject Title: Human Resource Management**

### 1. Course Objectives:

Understanding of the fundamentals of Human Resource Management is important for management students. Human Resource Management is an integral Managerial function while focusing on pre-procurement, procurement and development of Human resources.

### 2. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit	Evaluation Scheme (Marks)			
				University Assessment		Internal Assessment	
				Theory	Practical	Theory	Practical
4	-	-	4	70 Marks	-	30 Marks	-

### 3. Syllabus:

Module No.	Contents	Total Hours	Weight
1	<b>Human Resource Management:</b> Meaning, Features, Difference between Personal Management and Human resource Management, Objectives of HRM, Importance of HRM, Operative functions of HRM, Importance of HRM, Qualities of H.R. Manager, Roles of H.R. Manager.	12	25%
2	<b>Human Resources Planning in a Corporate Sector:</b> Meaning, objectives, factors affecting, process of H.R. Planning, Benefits and Limitations of H.R. Planning. <b>Recruitment:</b> Meaning of Scientific Recruitment, Sources of Recruitment, Modern selection procedure and its advantages. <b>Training :</b> Meaning, needs, objectives, procedure of Training, Advantages and Limitations, Development : Meaning, needs, Objectives and its advantages. <b>Human Resource Development:</b> Meaning,	12	25%

	Characteristics, need for HRD, functions of HRD, Techniques or methods of HRD.		
3	<p><b>Performance Appraisal :</b> Meaning, Objectives, Appraisers, Brief idea of Human Resources Accounting, Psychological Appraisal, Management appraisal, Utility and problems of performance appraisal.</p> <p><b>Promotion:</b> Meaning, basis of Promotion i.e. seniority and efficiency base – its merits and demerits.</p> <p><b>Transfer:</b> Meaning, causes and guiding principles.</p> <p><b>Demotion:</b> Meaning, causes and guiding principles.</p> <p><b>Morale:</b> Meaning, Factors affecting – Sign of low morale and its preventive measures – Factors contributing High Morale. Importance of Industrial morale.</p>	12	25%
4	<p><b>Wage and Salary administration :</b> Meaning, nature, Purpose, Factors influencing wage and salary structure, Minimum, Fair and living wage, types of wages, Job evaluation; Meaning, definition, Importance, Steps in job evaluation, Limitations.</p>	12	25%

#### 4. Suggested Readings

**Books:**

1. Human Resource Management by K. Aswasthapa, Tata Mc Graw Hill, New Delhi.
2. Human Resource Management by Pravin Durai, Pearson Publication, Delhi.
3. Personnel Management by R.J. Reddy, APH Publishing, New Delhi.
4. Personnel Management by C. B. Mamoria, Himalaya Publishing House, New Delhi.