

Syllabus

MBA 204-18: HUMAN RESOURCE MANAGEMENT

Unit-1

Human Resource Management (HRM): Nature, Scope, Objectives and Functions of HRM. Evolution of HRM, HR as a Factor of Competitive Advantage. Organization of HR Department, Line and Staff Responsibility of HR Managers, Competencies of HR Manager. Personnel Policies and Principles. **Strategic HRM:** Introduction, Integrating HR Strategy with Business Strategy, Difference between SHRM and HRM. HRM Environment and Environment Scanning. **Human Resource Planning:** Meaning, Process and Importance, Factors Affecting Human Resource Planning. **Job Analysis:** Process, Methods of Job Description & Job Specification.

Unit-2

Recruitment & Selection: Meaning & Concept, Process & Methods Recruitment & Selection, Induction & Placement. **Training & Development:** Meaning & Concept of Training & Development, Methods of Training & Development, Evaluating Training Effectiveness. HRM vs. HRD. **Career Planning & Development:** Concept of Career, Career Planning, Career Development, Process of Career Planning and Development, Factors Affecting Career Choices, Responsibilities of Employers / Managers, Organization and Employees in Career Planning and Development, Career Counseling. **Internal Mobility:** Promotion, Transfer, Demotion, Separation, Downsizing and Outplacement.

Unit-3

Performance Appraisal: Meaning & Concept of Performance Appraisal, Methods & Process of Performance Appraisal, Issues in Performance Appraisal, Potential Appraisal. **Compensation Management-** Concept and Elements of Compensation, Job Evaluation, Wage/Salary Fixation, Incentives Plans & Fringe Benefits. **Quality of Work Life (QWL):** Meaning, Concept, Techniques to Improve QWL. Health, Safety & Employee Welfare, Social Security. **Quality Circles:** Concept, Structure, Role of Management, QCs in India.

Unit-4

Industrial Relations: Government's Concerns, Union's Concerns, Management Concerns; Approaches of IR; Dispute Resolution Machinery. **Collective Bargaining:** Meaning, Scope, Objectives, Issues and Strategies, Steps of Collective Bargaining, Negotiation Skills. Participative Management, Grievance Handling, Disciplining and Counseling of Employees, HRIS, HR Audit. Ethical Issues in HRM. Human Resource Management Practices in India.