

CC 102 Human Resource Management

Objective : The objective of this syllabus is to provide conceptual and procedural knowledge of functional areas of Human resource management

Note: All units carry equal weightage of marks

Unit:1 (1) Human Resource Management: 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

(2) Human Resources Planning in a Corporate Sector : Meaning, objectives, factors affecting, process of H.R. Planning – Benefits and Limitations of H.R. Planning.

Unit : 2 Recruitment : Meaning of Scientific Recruitment – Sources of Recruitment – Modern selection procedure and its advantages.

Training : Meaning, needs, objectives – procedure of Training – Advantages and Limitations – Development : Meaning, needs, objectives and its advantages.

Human Resource Development : Meaning and Characteristics, need for HRD – functions of HRD – Techniques or methods of HRD.

Unit : 3 Performance Appraisal : Meaning, Objectives – Appraisers – Brief idea of Human Resources Accounting – Psychological Appraisal, Management appraisal, Utility and problems of performance appraisal.

Promotion : Meaning, basis of Promotion i.e. seniority and efficiency base – its merits and demerits.

Transfer ; Meaning, causes and guiding principles.

Demotion : Meaning, causes and guiding principles.

Morale : Meaning, factors affecting – sign of low morale and its preventive measures – Factors contributing High Morale. Importance of Industrial morale.

Unit : 4 Job Design : Meaning, approaches of Job Design, Brief idea of Job Rotation, Job Enlargement, Job enrichment – Factors affecting Job Design – Importance of Job Design.

Quality of work Life : Meaning – conditions Q.W.L. specific issues in Q.W.L. H.R. activity and its effects on Q.W.L.

Quality Circles : Meaning – Objectives, Organizational Structure of Quality Circle – Advantages and Problems of Quality Circles.

Note : 20% weightage is to be given to objective questions (except M. C. Q.) covering entire syllabus.

Recommended Reading :

1. Personnel Management – Jucious Michel – R.D. Irwin – Homewood.
2. Management Concept and Practice – Manamohad Prasad – Himalaya Publishing House.