

PAPER – 12

HUMAN RESOURCE & CARRIER DEVELOPMENT

Objectives:

Total marks:-100

Credit:- 4

P.P.W.:- 4

The aim of this is to acquaint the students with various aspects of management as applied to handling of resource efficiently and effectively for the organization.

Course Contents:

Module : 1

Introduction

Concept, nature, scope and significance of human resource management. Evolution of human resource management. Role and responsibility of human resource manager.

Module : 2

Manpower policy and planning

Manpower policy : nature, scope, types, significance and manpower policy in Indian organization. Manpower planning, nature, scope, types, significance and manpower planning in Indian organization.

Module : 3

Training and Development

Training : Concept, nature, scope, significance. Techniques of training in Indian organization, development – concept, significance and techniques. Management development programme in Indian organization.

Module : 4

Performance Appraisal

Meaning, nature, significance Launching a Performance appraisal system. Techniques for performance appraisal, shortcomings of appraisal system. Performance appraisal in Indian organization.

Module : 5

Compensation Management & Carrier Development

1. Nature, scope wages & salary administration, group incentive individual incentives, fringe benefits.
2. Carrier development – latest facts in general knowledge – U.P.S.C., G.P.S.C., Net, Slat Examination.

Suggested Readings:

1. Srraw & sayles : Personal management
2. Yoder &Date : Personal management & I.R.
3. E.D. Flippos : Principals of personnel management
4. C.B.Mamoria : Personal management
5. Manappa & Saiyadian : Personal management
6. R.S. Dwivedi : Personal human resources management in Indian organization
7. Carrier news
8. Latest facts in general knowledge
9. Employment news
10. Reader digest
11. Competition success review