

## CC: 402: Human Resources Management (Core Course)

**Theory: Credit: 4 (100 % )**  
**Marks: 100**

**Total**

| Unit       | Topics Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Wt.        |
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| <b>I</b>   | <p><b>Role of Personnel in an Organization : 5%</b><br/>                     Meaning, aims, and scope, Characteristics and need Principles. Steps in Policy formulation. Emergence of personnel function Importance, definitions and scope, foundation of personnel management Qualities of personnel manager Organization of personnel department Evolution, Growth and future of PM in India.</p>                                                                                                                                                                                                                   | <b>20%</b> |
| <b>II</b>  | <p><b>Human Resource Planning :</b><br/>                     Concept, need Responsibility for HRP, Process of HRP, job Analysis, Job Description, Job Specification, Manpower Audit, Manpower (Inventory).</p> <p><b>Recruitment and Hiring :</b><br/>                     Recruitment - Sources of manpower. Selection- Steps in Selection Process, Application blank, testing, interview and induction.</p>                                                                                                                                                                                                         | <b>20%</b> |
| <b>III</b> | <p><b>Training and Development :</b><br/>                     Need and Importance, Objectives Responsibility for training, Identifying training needs, training method for operatives, training methods for executives, Evaluation of training. Training practices in India.</p>                                                                                                                                                                                                                                                                                                                                      | <b>20%</b> |
| <b>IV</b>  | <p><b>Performance Appraisal :</b><br/>                     Meaning and terminology, Objectives, Factors affecting performance appraisal, Essentials of a good appraisal system, limitation of appraisal method. Performance Appraisal Method-Grading method, Check-List method, Critical Incident method; man-to-man comparison method. Human Asset accounting method, and BARS method.</p> <p><b>Promotion and Transfer :</b><br/>                     Purpose of promotion, promotion policy, Criteria for promotion, Merit vs. Seniority, Demotion, Transfer : Purpose, Transfer Policy, Types and Objectives.</p> | <b>20%</b> |
| <b>V</b>   | <p><b>Wage and Salary administration :</b><br/>                     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>                                                                                                                                                                                                                                                                                                                                | <b>20%</b> |

**Reference Books:**

1. Human Resource Management, K. Aswasthapa, Tata Mc Graw Hill.
2. Human Resource Management, Pravin Durai, Pearson Publication.