

HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY, PATAN
C B C S : FOR B.COM L.L.B PROGRAMME
(4 Credits, 60 Hours)

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| Programme Name | FIVE YEAR INTEGRATED LAW PROGRAMME |
| Semester | First |
| Paper No. | CC 104 |
| Course Name | Principles of Human Resource Management - 1 |
| Course Type | CORE |
| Effective From | JUNE – 2016 |
| Objective | To Provide conceptual and Procedural knowledge of functional areas of Human resource management.. |

| Unit No | Content |
|---------|---|
| 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. 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, Characteristics, need for HRD – functions of HRD – Techniques or methods of HRD. |
| 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. |
| 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. |

Recommended Reading :

- Personnel Management – Juciouc Michel – R.D. Irwin – Homewood.
- Management Concept and Practice – Manamohad Prasad – Himalaya Publishing House.
- Personnel and Human Resources Management – P. Subha Rao – Himalaya Publishing
