

Programme Name	Master of Commerce
Semester	First
Paper No	1.52
Course Code	
Course Name	Human Resource Management
Course Type	Soft Skill Course
Effective from	JUNE 2011
Objective	The Objective of this course is to help students understand the conceptual framework of human resource management .

Unit No.	Topic No.	Content	Hrs.	Marks W + %	Credit
1	A	Personnel management and human resource management Definition, characteristics, importance, scope of personnel management and changing role of personnel manager. Meaning, principles of human resource management, personnel management v/s human resource management, challenges for human resource manager.	08	13	0.5
	B	Human resource planning, job analysis and job evaluation Definition, features, process of human resource planning and factors affecting human resource planning. Job analysis – Meaning, process and importance Job evaluation – Meaning, process, methods and importance	07	12	0.5
2	A	Human resource selection Meaning, sources and process of recruitment, Selection process - meaning and objectives of induction.	08	13	0.5
	B	Training and development of human resource Definition, importance, types and methods of training. Meaning and methods of executive development and training v/s development.	07	12	0.5
3	A	Wage and salary administration and employee morale  Meaning and features of ideal wage system, Methods of wage payment – time wage system, piece wage system and incentive wage system (Meaning, advantages, disadvantages and when suitable, comparative study) Meaning, factors affecting, measurement of employee morale	08	13	0.5

		and remedial measures to improve employee morale.			
	B	Labor welfare, security and health Meaning, objectives, importance and scope of labour welfare. Provisions about labor safety. Provisions about workers' health and trends of labor welfare in India.	07	12	0.5
4	A	Industrial psychology Meaning and scope of industrial psychology. Vocational guidance – Meaning, need, methods (self selection, selection based on parents' choice and selection based on teachers' direction) and scientific vocational guidance techniques (general intelligent tests, trade tests and psychological tests) Industrial fatigue – Meaning, reasons, effects of industrial fatigue and remedial measures to reduce industrial fatigue.	08	13	0.5
	B	Industrial relation Definition, reasons, benefits and principles of industrial relation. Industrial disputes – Meaning, forms, causes and effects of industrial disputes and methods for solution of industrial disputes.	07	12	0.5

#### References:

1. Memoroa C. B., Personnel Management, Himalaya Publishing House, New Delhi.
2. Gupta C. B., Human Resource Management, S. Chand and Co., New Delhi.
3. Davar R. S., Industril Relation and Personnel Management, Vikas Publishing House, New Delhi
4. Barewell Ian, Human Resource Management, Sage India Ltd, New Delhi.