

Course Code	Course Title	C	H	I	E	T
17P4KMC15	Human Resource Management	4	90	25	75	100

Learning Objectives

- To know and understand the basic concepts of HRM and its relevance in business.
- To understand the process of manpower planning, recruitment and selection systematically
- To familiarize the concepts of workers participation and conflict in corporate.

Learning Outcomes: Higher learning about Human Resource Management and Manpower planning. Understanding of Employee morale and Job satisfaction. Comprehensive knowledge on workers participation and Trade union activities

Unit – I Introduction to Human Resource Management

Meaning – Definition – Characteristics – Need for HRM - HRM methods – HRM in Indian Industry – Suggestions to make HRM effective in Indian organizations.

Unit – II Manpower Planning

Meaning – Definition – Objectives of Manpower planning – Composition of manpower forecasting – Executive resource planning – meaning – major elements in the process of executive resource planning Development -Individual & Personality development – Theories of Personality.

Unit – III Recruitment, Selection and Training

Recruitment – Meaning – Types of Recruitment - Selection – Process of Selection - Tests and Interviews – Placement and Inductions- Promotions and Transfers – Training – Types of Training..

Unit – IV Employee Morale & Job Satisfaction

Meaning – Definition – Effects of Good and Poor morale – Relationship between morale and productivity. Job satisfaction – Meaning – Relationship between job satisfaction and productivity.

Unit – V Workers Participation in Management, Trade Union and Conflicts

Meaning – Aims and objectives – Methods – Merits and demerits – Workers participation in management in India.

Trade union meaning – Principles – Essentials of a successful trade union – Features and weakness of Trade union. Conflict – Meaning – Stages – Causes of Inter Group Conflict – Consequences of Inter Group conflict. Performance appraisal – meaning – purposes – Factors affecting performance appraisal – methods.

Book for Study

C.B. Memoria, Personnel Management, Himalaya Publishing House, Mumbai.

Books for Reference

1. P.C. Tripathi , Human Resource Management, Sultan Chand & Sons, Delhi.
2. M.N. Rudrabasavaraj , Dynamic Personnel Administration, Himalaya Publishing House, Mumbai.
3. K.Aswathappa, Human Resource & Personnel Management, Tata McGraw-Hill, New Delhi.
4. Edwin Flippo, Personnel Management, McGraw-Hill, New Delhi
5. www.managementstudyguide.com, www.investopedia.com