

ALLIED COURSE PAPER - 1

HUMAN RESOURCE MANAGEMENT

Max. Marks: 150

THEORY

Marks: 100

Teaching Periods: 4 Theory + 1 Interactive period / week

Objectives

1. To understand the meaning and concept of Human resource management and development.
2. To identify and understand functions of HRD.
3. To conduct human resource auditing.

Contents

Periods

Unit I: Human Resources Management

15

- Concept, Scope and Significance
- Organisation Theories
- Human Resource Development and its challenges

Unit II: Functions of HRD

26

- Manpower planning
- Job Analysis – job description and job specification
- Recruitment, selection and placement
- Performance appraisal and development
- Basics of Employee compensation
- Training and Development
- Motivation

Unit III: Human Resources Audit

15

- Concept
- Significance
- Process

Recommended Readings

- Aswathappa. K, 2008, Human Resource and Personnel Management - Text and cases, Tata McGraw-Hill Publishing Company Ltd, New Delhi.
- Gary Dessler, 2006, Human Resource Management, Prantice Hall of India Pvt. Ltd, New Delhi.
- Subbaroo, R., 2007, Personnel and HRM – Text and Cases, Himalaya Publishing House, New Delhi.

PRACTICAL

Marks : 50

Teaching Periods : 4 / week

Objectives

1. To identify and develop required skills for a successful human resource manager.
2. To develop skills in human resource audit

Content

	Practical
• Case study analysis and secondary research.	3
• Simulations/Presentations	
– HR Planning – Job Analysis and Design (Levels).	3
– Selection and Recruitment Strategies	3
– Interview techniques and skills (mock interview)	3
– Performance Appraisals – Methods	2