

BTAS-961 HUMAN RESOURCE MANAGEMENT

L T P
3 0 0

Internal Marks: 40
External Marks: 60
Total Marks: 100

Course Objective/s and Expected Outcome/s: The aim of this course is to provide an overview to the students of Human Resource Management prevailing in industries and the regulations relevant to these industries .

1 Introduction:

Introduction to Human Resource Management and its definition, functions of Human Resource Management & its relation to other managerial functions. Nature, Scope and Importance of Human Resource Management in Industry, Role & position of Personnel function in the organization.(10)

2. Procurement and Placement:

Need for Human Resource Planning; Process of Human Resource Planning; Methods of Recruitment; Psychological tests and interviewing; Meaning and Importance of Placement and Induction, Employment Exchanges (Compulsory Notification of vacancies) Act 1959, The Contract Labour (Regulation & Abolition) Act 1970. (8)

3 Training & Development:

Difference between training and Development; Principles of Training; Employee Development; Promotion-Merit v/s seniority Performance Appraisal, Career Development & Planning.(5)

4. Job analysis & Design:

Job Analysis: Job Description & Job Description, Job Specification.(5)

5. Job Satisfaction

Job satisfaction and its importance; Motivation, Factors affecting motivation, introduction to Motivation Theory; Workers ' Participation, Quality of work life.(4)

6. The Compensation Function:

Basic concepts in wage administration, company's wage policy, Job Evaluation, Issues in wage administration, Bonus & Incentives, Payment of Wages Act-1936, Minimum Wages Act-1961.(8)

Suggested Books:

1. T.N.Chhabra- Human Resource Management (Dhanpat Rai & Co.)
2. Lowin B. Flippo - Principles of personnel Management (Mc Graw-Hill)
3. R.C. Saxena - Labour Problems and social welfare (K.Math & Co.)
4. A Minappa and M. S. Saiyada - Personnel Management (Tata Mc. Graw-Hill)
5. C.B. Mamoria - Personnel Management (Himalaya Publishing House, Bombay)
6. T.N. Bhagotiwai - Economics of Labour and Industrial Relations (Sahitya Bhawan Agra)