

HUMAN RESOURCE MANAGEMENT

Semester II
Code : HR02C09

Credit -4
Hrs - 90

Objectives

- To help the students to understand the human resource functions in an organization.

MODULE 1

Human resource management –introduction-nature-features-scope objectives- importance- functions-managerial and operative functions personal management Vs human resource management-qualification and qualities of human resource manager-evolution and growth of HRM in India.

(15 Hrs)

MODULE 2

Human resource planning-concept-objectives and importance process- limitations-job analysis. Recruitment-concept-sources-methods and techniques of man power recruitment-characteristics of a good recruitment policy-principles of recruitment-factors affecting recruitment- Selection-concept and procedures-placement and induction.

(20 Hrs)

MODULE 3

HRD-concept-objectives-needs-significance-principles of HRD, qualities of an HRD manager.

(15 Hrs)

MODULE 4

Motivation-meaning-objective-types of motivation-management techniques to improve motivation-employee morale and productivity nature and significance of morale-factors influencing morale-concepts and significance of productivity-factors influencing productivity. Performance appraisal- meaning –purpose-all methods of performance appraisal.

(20 Hrs)

MODULE 5

Leadership styles-theories of leadership styles-managerial grid contingency theory-theory X and Y-situational theory-path goal theory-leader participation model-leader member exchange theory-3 D model of leadership-lickert's four system of management charismatic leadership theory-transformational leadership theory social learning approach.

(20 Hrs)

REFERENCE BOOKS

1. *Fundamentals of HRM*, Rajib Lochan Dhar, Macmillain India limited
2. *HRM*, Seema Sanghi, Macmillain India limited
3. *Text book of HRM*, Memoria, Himalaya Publishing House
4. *Personal & HRM*, Subbarao, Himalaya Publishing House
5. *HRM*, Naik, Ane books private limited.
6. *HRM*, Gupta.
7. *HRM*, Fisher.
8. *Advanced HRM*, S.C.Gupta, Ane books