

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

VI SEMESTER

OFFICE MANAGEMENT

5 Hrs/Week

OFF A 1 6401 (3) **CLUSTER I – A. HUMAN RESOURCE MANAGEMENT** Max.Marks:100

w.e.f 2007-2010 (U batch)

SYLLABUS

Learning Objectives: To enable the students to

- Highlight the importance of HRM in an organization.
- Understand the processes and mechanism of managing human resources.
- Develop a competitive advantage by using its human resource

Learning Outcomes: Upon completing this course the students should be able to:

1. Recognize and understand the role of Human Resource Management in modern organizations
2. Look for opportunities to work with and better understand diversity in people and situations
3. Realise the need for personal change for the success of the organization.
4. Apply the principles and skills in small and big cases of HRM in organisations
5. Develop as better Human Relations specialists

Module 1 : INTRODUCTION Nature of HRM - Scope - Objectives - Importance - System Approach to HRM - Functions of HRM - HRM & Competitive Advantage - Skills & Roles of HR Manager – Changing role of HR with respect to Technology

Module 2 : JOB ANALYSIS & HRP Job Analysis - Uses - Process - Methods of Collecting Job Analysis Data - Job Description - Job Specification - Human Resource Planning (HRP) - Objectives of HRP - Importance of HRP - Process of HRP - Effective HRP - Attrition Management

Module 3 : RECRUITMENT & SELECTION Recruitment - Meaning & Definition - Constraints & Challenges - Sources of Recruitment - Methods of Recruitment - Selection - Definition - Purpose - Selection Process - Application Blank - Curriculum Vitae - Testing - Employment Interview - Interview Process - Medical Screening - Appointment Order

Module 4 : TRAINING & PERFORMANCE APPRAISAL - Training - Need for Training - Training Vs. Development - Areas of Training - Types of Training - Performance Appraisal - Objectives - Process of Performance Appraisal - Methods of Performance Appraisal

Module 5 : UNIT 5: EMPLOYEE WELFARE & DISCIPLINE Employee Welfare Facilities - Teamwork - Team Building - Discipline - Kinds - Approaches to Discipline - Punishments - Essentials of Good Disciplinary System

Book for Study:

1. V S P Rao, Human Resource Management, Excel Books, 2010

Books for Reference:

1. C B Gupta, Human Resource Management, Sultan Chand & Sons, New Delhi, 2012

2. Aswathappa K, Human Resource Management, Tata Mc- Graw Hill Education, 2010

3. Wayne Mondy Robert, Human Resource Management, Pearson Education, 12th Edition, New Delhi, 2010