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

IV SEMESTER **OFFICE MANGEMENT** TIME:5HRS/WEEK

OFF 4404 (4) **HUMAN RESOURCE MANAGEMENT** MAX.MARKS :100

w.e.f. 20AH Batch **SYLLABUS**

**LEARNING OBJECTIVES OF THE COURSE:** The students should be able to:

* Know and understand the concept, function and principles of Human Resource management.
* Apply critical thinking abilities in analyzing cases in human resource management issues and challenges in firms.

**LEARNING OUTCOMES OF THE COURSE:**

* CO1: contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention of plans and processes.
* CO2: administer and contribute to the design and evaluation of the performance management program.
* CO3: develop, implement and evaluate employee orientation, training, and development programs.
* CO4: facilitate and support effective employee and labour relations in both non-union and union environments.
* CO5: research and support the development and communication of the organization’s total compensation plan.

**MODULE – I : INTRODUCTION :** Concept, Definition and Functions of HRM- Principles of HRM- goals and Challenges- Changing Environment of HRM- HR role in strategy formulation & gaining competitive advantage.

**MODULE – II: HR PLANNING:** Concept, factors influencing HR Planning- HR Planning Process- Job Analysis- Recruitment and Selection- Tests and Interview Techniques.

**MODULE – III: TRAINING AND DEVELOPMENT:** Concept, Needs, Methods of training. Management development: Concept & Methods. Performance management system: concept, uses of performance appraisal, performance management methods, Career planning: career anchors, career life stages.

**MODULE – IV: COMPENSATION:** Concepts and Principles- Factors influencing compensation- Current trends in compensation- Methods of Payment- Incentives and Rewards.

**MODULE – V: MANAGING INDUSTRIAL RELATIONS:** Introduction – Trade Union – Employee Participation scheme - Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining.

**SUGGESTED BOOKS:**

1. DeCenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons.
2. Dessler, G: Human Resource Management, Pearson.
3. Monappa&Saiyaddin: Personnel Management, Tata McGraw Hill.
4. Rao, V.S.P.: Human Resource Management- Text and Cases, Excel Books.
5. R. Wayne Mondy&Rober M. Noe: Human Resource Management, Pearson.

\*\* \*\* \*\*