

Syllabus

1. Human Resource Management (12 Lec.)

- Human Resource Management - Concept, Functions, Importance, Traditional v/s Strategic Human Resource Management
- Human Resource Planning - Concept, Steps in Human Resource Planning
 - Job Analysis - Concept, Components
 - Job Design - Concept, Techniques
- Recruitment - Concept, Sources of Recruitment
 - Selection - Concept, Process, Techniques of E-Selection

2. Human Resource Development (11 Lec.)

- Human Resource Development - Concept, Functions
 - Training - Concept, Process of Identifying Training and Development Needs, Methods of Training and Development (Apprenticeship, Understudy, Job Rotation, Vestibule Training, Case Study, Role Playing, Sensitivity Training, In Basket Management Games)
 - Evaluating Training Effectiveness - Concept, Methods
- Performance Appraisal - Concept, Benefits, Limitations, Methods
 - Potential Appraisal - Concept, Importance
- Career Planning - Concept, Importance
 - Succession Planning - Concept, Need
 - Mentoring - Concept, Importance
 - Counselling - Concept, Techniques

3. Human Relations (11 Lec.)

- Human Relations - Concept, Significance
 - Leadership - Concept, Transactional and Transformational Leadership
 - Motivation - Concept, Theories of Motivation (Maslow's Need Hierarchy Theory, Vroom's Expectancy Model, McGregor's Theory X and Theory Y, Pink's Theory of Motivation)

- Employees Morale - Concept, Factors Affecting Morale, Measurement of Employee Morale
Emotional Quotient and Spiritual Quotient - Concept, Factors Affecting EQ and SQ
- Employee Grievance - Causes, Procedure for Grievance Redressal
Employee Welfare Measures and Healthy and Safety Measures

4. Trends in Human Resource Management (11 Lec.)

- HR in Changing Environment :
Competencies : Concept, Classification
Learning Organisation - Concept, Creating an Innovative Organisation
Innovation Culture - Concept, Need, Managerial Role
- Trends in Human Resource Management :
Employee Engagement - Concept, Types
Human Resource Information System (HRIS) - Concept, Importance
Changing Pattern of Employment
- Challenges in Human Resource Management :
Employee Empowerment, Workforce Diversity, Attrition, Downsizing, Employee Absenteeism, Work Life Balance, Sexual Harassment at Work Place, Domestic and International HR Practices, Millennial (Gen Y) Competency Mapping