**Course Contents**

**Course Name: Human Resource Management**

**Course Code- MS 108**

**Course Objective:** The objective of this course is to sensitize students to the various facets of managing people, to create an understanding of the various policies and practices of human resource management, to facilitate learning and application in organizational context.

**Block I Introduction to HRM**

Unit I Introduction to HRM

Unit II HRM-Significance and Objectives

Unit III Human Resource Planning

Unit IV Job Analysis and Job Design

**Block II- Recruitment and Selection**

Unit V Recruitment and Sources of Recruitment

Unit VI Selection-Process and Methods of Selection

Unit VII Induction and Placement

Unit VIII Promotions and Transfers(Demotions and Separations- Absenteeism and Turnover)

Unit IX Human Resource Development

**Block III- Training and Performance Management**

Unit X Training –Need and Objectives

Unit XI Training Methods and Techniques

Unit XII Evaluation of Training Programmes

Unit XIII Performance Appraisal

Unit XIV Compensation Management

**Block IV-Industrial and Labour Relations**

Unit XV Industrial Relations

Unit XVI Trade Unions

Unit XVII Collective Bargaining

Unit XVIII Management of Grievances and Industrial Disputes

Unit XIX International Human Resource Management

Unit XX Contemporary Issues in Human Resource Management

**Suggested Readings:**

1. C.S. Venkat Ratnam & B.K.Srivastava, Personnel Management & Human Resource, TMH.

2. V.S.P. Rao, Human Resource Management, Excel Books.

3. W. F. Cascio, Managing Human Resources, TMH.

4. D. Bhatacharya, Human Resource Management, Excel Books.

5. Aswathapa, Human Resource & Personnel Management, TMH.

6. Gomez Mejia, Balkin & Cardy, Managing Human Resources, Pearson.

7. Mathis and Jackson, Human Resource Management, Thomson.

8. C.B Mamoria, Personnel Management, Himalaya.

9. P. Jyothi & D.N. Venkatesh, Human Resource Management, Oxford.