

VEER NARMAD SOUTH GUJARAT UNIVERSITY

P.G.Diploma in Public Systems Management

Paper 2

Principles of Human Resources Management:

Unit I: Meaning, nature and scope of Human Resources Management – Organisation theory and Human Resources.

Unit II: Planning process for HRM- Characteristics of HRD.

Unit III: Meaning and nature of Human Relations – Relationship with HRM –Organisational development and Human Relations.

Unit IV: Functions of HRD- Job evaluation, analysis, recruitment, training, placement, promotion etc.

Unit V: Human Resources Audit – Its significance – HRM and Audit in Public Organisations.

Suggested readings:

- 1) Michael, V.P., Human Resources Management and Human Relations, Himalaya Pub.House,Bombay,1995.
- 2) Davar, R.S. Personnel Management and Industrial Relations,Vikas,New Delhi,1996.
- 3) Dubin,R., Human Relations in Administration, PHI, New Delhi.
- 4) Arya,P.P. and Tandon, B.P..Human Resources Development, Deep and Deep, New Delhi.
- 5) Parekh,Uday., Organisational Behaviour Processes , Rawat,Jaipur,1996.
- 6) Rao,T.V., HRD Audit, Sage, 1999.