

Effective from July 2004

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
M.Sc. (I.T.) [Five Year Integrated Course]
B.Sc. (Information Technology)
Semester III

Effective from July 2004

Paper No : 305

L: 4, T:0, P:0 Hrs

Paper Title : Business System - II (Human Resource Development)

- 1. Importance of Human Factor** - Characteristics of HRD - Objectives and Need for HRD - Difference between Personnel Management and HRD - HRD Process -HRD methods and mechanism - Outcomes of HRD.
- 2. Planning the HRD System** - Organizing the HRD System - Role and Responsibilities of Line Manager, HRD Manager and Top Management.
- 3. Concept of Manpower Planning** - Objectives and Importance of Manpower Planning - Techniques of Manpower Planning - Process of Manpower Planning.
- 4. Recruitment** - Sources of Recruitment - Selection - Selection Process - Placement and Induction.
- 5. Concept of Training and Development** - Objectives and Importance of Training and Development - Identification of Training Needs - Planning and Designing T & D Programmers - Training Methods - Factors affecting in selection of Training methods - Evaluation of Training and development.
- 6. Concept of Performance Appraisal** - Objectives and Importance of Performance Appraisal - Process of Performance Appraisal - Methods of Performance Appraisal - Limitation of Performance Appraisal.
- 7. Concept of Career** - Career stages - Concept of career Planning - Career Planning Process - Career Development - Individual Development and Organizational development.
- 8. Application of Information System In HRD** - Personnel Application - Salary administration - Time Keeping Management - Skill Inventory - Medical History - Accident Monitoring - Performance Appraisal - Training and Development - Manpower Planning - Recruitment - Career Planning.

Main Readings :

1. Human Resource Development: P.C. Tripathi: Sage Publication, New Delhi.

Supplementary Readings :

1. Designing & Monitoring HRD System: Dr. T. V. Rao
2. HRD Policies: as Simulation & Implications: B. S. Bhatia
3. HRD In New Economic environment: D. M. Silvenia & T.V. Rao,
4. Human Resource Development: Laxmi Devi