

VEER NARMAD SOUTH GUJARAT UNIVERSITY
HUMAN RESOURCE MANAGEMENT

Objective:

In a complex world of industry and business, organizational efficiency is largely dependent on the contribution made by the members of the organization. The Objectives, of this course is to sensitize students to the various facets of managing people and to create an understanding of the various policies and practices of human resource management. The basic objective of the course is to reflect the latest thoughts, concepts and practices, in the area of HRM. With this broad objective the goals of the course will be;

- (a) To make the participants acquaint themselves about the important concepts and issues, so as to improve their competences in the area of HRM.
- (b) To help the participants develop as effective professional managers and leaders.
- (c) To help the participants in developing analytical abilities.

Contents:

- 1) Introduction to Human Resource Management
- 2) Human Resource Management Environment .
- 3) Human Resource Planning; an overview
- 4) Career and Succession Planning
- 5) Job Analysis and Job design
- 6) Recruitment and Selection; an overview
- 7) Training and Development
- 8) Performance Appraisal; an overview
- 9) Employee Welfare
- 10) Industrial Relations & Trade Unions; an overview
- 11) Dispute Resolution & Grievance Management
- 12) Employee Empowerment
- 13) Managing ethical issues in Human Resource Management

References:

- 1. Aswathappa, K., Human Resource and Personnel Management Tata McGraw Hill, New Delhi.
- 2. De Ceuzo, D A & Robbins S P., Human Resource Management, New York John Wiley.
- 3. Guy, V & Mattock J. The New International Manager, London; Kogan Page.
- 4. Holloway. J. ed. Performance Measurement and Evaluation; New Delhi, Sage.
- 5. Monappa k & Saiyadain M. Personnel Management, New Delhi, Tata McGraw Hill.
- 6. Stone, Lioyed and Leslie W.Rue, Human Resource and Personnel Management Richard D. Irwin, Illinois.