**Paper Name: PG 108 - Human Resource Management**

1. Human Resource Management: Scope and Coverage, Structure and functions of HR Department, Role of a HR manager. [2L]

2. Human Resource Planning: Supply and Demand Forecasting methods, Manpower Inventory, Career Planning, Succession Planning, Personnel Policy. [4L]

1. Recruitment and Selection: Process, Sources, Methods of selection, Interviewing Method, Skills and Errors; Internal Mobility and Evaluation, Promotion - Purpose, types, Methods, Transfer - Concept, Purpose, Types, Separation; Different Schemes and Practices [4L]

4. Human Resource Development: Policy and Programs, Assessment of HRD Needs, HRD Methods: Training and Non-Training. Impact analysis of training & development, Assessment centers, Managerial development [4L]

5. Performance Management System: Definition, concept, Goal setting, MBO, Methods of performance appraisal, Appraisal instruments, 360 Appraisal, Errors in appraisal, Potential Appraisal, Appraisal Interview. [4L]

6. Compensation Management: Wages - Concepts, Components; System of Wage Payment, Fringe Benefits, incentives, perks, Social security post retirement [4L]

7. Industrial Relations in India: Parties; Management and Trade Unions, Industrial Disputes: Trends, Collective Bargaining, Settlement Machineries, Role of Government, Labour Policy in India. [4L]

8. Discipline Management: Misconduct, Disciplinary action, Domestic Enquiry, Grievance Handling

[4L

9 Strategic HRM and International HRM: Meaning, Strategic HRM vs. Traditional HRM, SHRM Process, Managing workforce diversity-Global HR issues [4L]

10.Nature of e-HRM, e- Recruitment & Selection, e-Performance Management, e-Learning- Legal and financial dimensions in e HRM. [2L]

11. Quantitative techniques in HRM Audit and HR Score Card [2L]

References:

1. Agarwala T. - Strategic Human Resource Management, OUP

2. Aswathappa, K. - Human Resource Management, Tata McGraw Hill

3. Jyothi P. & Venkatesh, D.N. - Human Resource Management, OUP

4. Pattanayek, B. - Human Resource Management, PHI

5. Ramaswamy, E.A. - Managing Human Resources, OUP

6. Saiyadain, M.S - Human Resource Management: Tata McGraw Hill

7. VSP Rao- Human Resource Management