

SARDAR PATEL UNIVERSITY
Programme: MHRM
Semester: I
Syllabus with effect from: June 2011

Paper Code: PA01CHRM01	Total Credits: 3
Title Of Paper: Introduction To Human Resource Management	

Unit	Description in detail	Weightage (%)
1	Evolution of HRM Concept, Definition Functions Past-Present & Future of HRM Nature and Scope. HRM Process, Recent trends in HRM	15 %
2	Analyzing Work & Designing Jobs Job Design, Job Analysis, Job Description, Job Specification. Method of collecting job data, Impact of recent developments on job design & Analysis	15 %
3	Human Resource Planning Objective, HRP Process, HRP at different level. Manpower estimation Control & Review Mechanism.	15 %
4	Human Resource Recruitment & Selection Definitions, Objectives, Process of Recruitment, Sources and techniques Of Recruitment. Selection Procedure, Barriers to effective selection Placement & Induction.	15 %
5	Employee Training and Development Objective, Need, Training and Development. Inputs of training and development. Training process, Method of training, Effectiveness of training programme. Training and development for International Assignment	20 %
6	Performance management system Meaning, past & future of performance. Appraisal, performance appraisal process. Different methods of performance Appraisal Edward Demings philosophy of performance appraisal, performance Interview, performance counseling	20 %

Basic Text & Reference Books:

- Personnel management - Edwin Flippo
- Personnel management - Sayadiu & Monappa
- Personnel management - C.B.Mamoria & Ganfer
- Human Resources Management - K Aswathappa
- Hand book of strategic HRM: The key to improved Business Performance - Michel Armstrong & Angela Barons 2005
- HRM Practices - VSP Rao 2000
- Readings in HRD Oxford and IBH Pub. - Rao TV

