SARDAR PATEL UNIVERSITY
Programme: MHRM
Semester: II
Syllabus with effect from: December 2015

Paper Code: PA02CHRM08	Total Credits: 3
Title Of Paper: Principles of Human Resource Management	

Unit	Description in detail	Weightage (%)
	Learner Objectives: • To develop an understanding of how to effectively manage people • To understand and carry out HR related responsibilities • To become conversant with latest trends as well as the basics of the theory of human resource management	
1	**Understanding Concept of Human Resource Management:** Human Resource Management: Definition, nature, scope and importance, Evolution of HRM, Objectives and functions. HRM and its Environment. PM & HRM: Difference between PM and HRM, Role of HR Professional/ Manager, Qualities of successful HR. Organization of HR Department: Structure of HR Dept., line and staff aspects of HRM, relationship and linkages with other functional depts.., personnel policies and principles. Model of HRM: Fombrun model, Harvard model, Guest model, Warwick model. HR's Strategic role: SHRM, HR's role as a strategic partner ,HR's role in executing strategy, HR's role in formulating strategy, HRIS, Human Capital Management, HR and Employee Performance and Commitment, Managing global HR	20 %
2	**Procurement of Human Resources:** Job Analysis: Nature and need of Job Analysis, steps in Job Analysis, methods of collecting information for Job Analysis, Quantitative Job Analysis techniques, Define Job Descriptions,Writing JD's, Define Job Specification, writing JS's. HRP: Meaning and significance of matching right abilities to the right job, importance of HRP, its Objectives and Process, factors affecting HRP, HR estimation- HR demand forecast. Recruitment: Definition and Meaning, Need, planning of Recruitment, Process and sources of Recruitment, recruiting yield pyramid, study of live recruitment process, Succession planning. Selection: Define selection, Process of selection , types of tests and selection, work sampling technique, test of cognitive ability,achievement tests, situational testing. Interview: Types Interview techniques, Designing and conducting an effective interview, matching the candidature to the job, Activity on Mock interview. Induction & Placement: Define Induction, Techniques requisites and evaluation of induction programmer, define placement, problems in placements	20 %
3	**Training, Developing, Appraising Employees and Managing Performance:** Training: Define Orientation, Definition and importance of training, objective and needs, training process, gaps in training, training programme and its evaluation, analysis of training needs, methods of training, training for special	20 %

	purposes Development: Define Development, need and importance of development, what is management development, EDP's/MDP's Performance Management System: Define PMS, Explain self appraisals, Performance appraisals, objectives and methods of performance appraisals, Performance counseling, Performance coaching, Performance Mentoring, Performance interviews, Edward Deming's view on PA, Legal issues associated with PA. Job Evaluation: Define Job evaluation, Scope and process of JE, methods of JE Managing Careers: Career Management process Career planning, Career path, Career development roles, managing promotions and transfers, types of promotion and transfer.	
4	**Compensation and Productivity Management:** Wage & Salary Administration: Define reward, compensation, wage, salary, establishing pay rates, compensation trends, factors affecting employee remuneration, wage and salary structure, minimum fair and living wage, wage policy in India,preparation of salary structure. Benefits and Services: Nature and need of B & S, types ofemployee B & S, fringe benefits, administration of B & S,insurance – retirement-flexible benefits programmers. Incentive schemes: nature of incentive schemes, scope and type of incentive schemes, wage incentive schemes and plans in India, team or group variable plans, incentive schemes for operation employees, managers & executives, salespeople. Productivity Management: Performance productivitymanagement-through TQM, Kaizen, Quality circles.	20 %
5	**Case studies on:** Training practice in Corporates Performance System in MNC Wage and Salary	20 %

Basic Text & Reference Books:

- Human Resource Management by Gary Dessler
- Human Resource Management by K Aswathappa
- Personnel Management by C.B. Mamoria
- Human Resource Management by R.S. Dwivedi
- Human Resource Management by L.M.Prasad
- Recent experiences in HRD by Rao T V
- Designing and Managing HRS by Udai Pareek

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