

SARDAR PATEL UNIVERSITY
Programme: MHRM
Semester: III
Syllabus with effect from: June 2016

Paper Code: PA03EHRM13	Total Credits: 3
Title Of Paper: Management of Human Resources	

Unit	Description in detail	Weightage (%)
	Learner Objectives <ol style="list-style-type: none"> 1. To develop an understanding of how to effectively manage people. 2. To understand and carry out HR related responsibilities. 3. To become conversant with the latest trends in management of human resources in an organisation. 	
1	Human Resource Management: Context, Concept And Boundaries <ul style="list-style-type: none"> • The Concept and Functions of Human Resource Management • Changing Role of HRM • Emerging Trends in HRM 	20%
2	Maintaining & Retention Of Human Resources <ul style="list-style-type: none"> • Socialization, Separation • HR Outsourcing • Absenteeism: Concept, causes, effects of Absenteeism, Control over Absenteeism • Labour Turnover: Concept, causes, Measurement & effects of Labour Turnover 	20%
3	Performance management, potential assessment & compensation <ul style="list-style-type: none"> • Competency Mapping • Performance Planning and Review • Potential Appraisal • Assessment Centers • Career Planning & Succession Planning • HR Audit • Compensation: Concept, types of Compensation, Pay Structure 	20 %
4	Industrial relations <ul style="list-style-type: none"> • Industrial Relations : Concept, Definition and Importance • Laws Pertaining to Industrial Relation (Trade Union Act, Industrial Dispute Act) • Grievances: concept, causes of grievances and understanding of Employees grievances, grievances settlement procedure • Discipline & Disciplinary Action: Concept, aims & objectives of Discipline, Procedure for Disciplinary Action 	20%
5	Case studies on <ul style="list-style-type: none"> • Industrial Relation • Compensation • Grievance Procedure 	20%

Basic Text & Reference Books:



1. Mamoria C.B. & Gankar S.V., (2008). Personnel Management- Text and Cases. Himalaya Publishing House: Mumbai
2. Mamoria C.B. & Gankar S.V., (2008). Dynamics of Industrial Relations. Himalaya Publishing House: Mumbai
3. Jain S.P., (2008-09). Industrial and Labour Laws. Dhanpat Rai & CO: Delhi
4. Gupta C.B., Human Resource Management. Sultan Chand & Sons: New Delhi
5. Haldar U., Human Resource Development: Oxford University Press

Bhatia S K., (2008). Emerging HRD. Deep and Deep Publications Pvt. Ltd.: New Delhi

