

SARDAR PATEL UNIVERSITY
Programme & Subject: Master of Labour Welfare (MLW)
Semester: IV
Syllabus with Effect from: November - 2015

Paper Code: PA04CMLW05	Total Credit: 4
Title Of Paper: Human Resource Management	

Unit	Description in Detail	Weightage (%)
I	Introduction of HRM Human Resource Management – Introduction and Importance – Conceptual difference between Personnel Management and HRM – Strategic HRM – role of a HR Manager	25%
II	Human Resource Planning, Recruitment and Selection Human Resource Planning – Objectives – HRP Process – Manpower Estimation – Job analysis – Job Description – Job Specification – Recruitment – Sources of Recruitment – Selection Process – Placement and Induction – Retention of Employees.	25%
III	Training and Development, Performance Appraisal and Career Planning Training and Development – Objectives and Needs – Training Process – Methods of Training Tools and Aids – Evaluation of training Programs. Career Planning – Succession Planning, Performance Appraisal System – Definition, Concept and Ethics – Different methods of Performance Appraisal – Rating Errors	25%
IV	Compensation management and Productivity concepts. Compensation Management – Concepts and Components – Job Evaluation – Incentives and Benefits. Productivity Management – Concepts – TQM – Kaizen –Quality Circles, Retirement / Separation – Superannuation – Voluntary Retirement Schemes – Resignation – Discharge – Dismissal – Suspension – Layoff.	25%

Basic Text & Reference Books:-

- Gary Dessler Human Resource Management
- C.B. Mamoria Personnel Management
- R.S.Dwiwedi Managing Human Resources
- V.P. Michael Managing Human Resources
- Dr.P.C. Pardeshi Human Resource Management
- Mirza & Zaiyadin Human Resource Management
- L.M.Prasad Human Resource Management
- Ashwathappa Human Resource Management
- Arun Monppas Managing Human Resources

