

SARDAR PATEL UNIVERSITY
Programme & Subject: PGDHRD
Syllabus with Effect from: June - 2015

Paper Code: Paper - II
Title of Paper: Human Resource Management

Unit	Description in Detail	Weightage (%)
I	Nature and Scope of Human Resource management Meaning of Human Resources Meaning and Definition of HRM Functions of HRM Scope of HRM Importance of HRM Systems Approach to Study HRM Objectives of HRM Organization Design and live and Staff HR Manager-Role-Qualifications and Qualities Careers in HRM Evolution, Origin and Development of HRM	
II	Job Analysis, Team Analysis and Flexible Job Environment Job Design-Approaches-Options: Job Rotation-Job Enlargement-Job Brand width-Job Enrichment-Teamwork Job Analysis-Need-Team Analysis-Process-Information Job Description-Characteristics-Contents-Steps Job Specification-information Uses of Job Analysis Team Design and Team Analysis Job Sharing Telecommunicating Ergonomics Employee Empowerment	
III	Human Resource Planning Strategic planning-basis for HRP Meaning and Objectives of HRP Benefits of HRP Factors Affecting HRP Process of HRP- Problems of HRP Recent Trends in HRP	
IV	Recruitment, Selection, Placement and Induction Definition and Objectives of recruitment Strategic management and recruitment-Company strategies and recruitment strategies-Recruitment policy-Centralized and decentralized recruitment Searching for perspective Employee/Source of recruitment-Traditional sources-Modern sources Stimulate the candidate to apply for a job-Traditional Techniques-Modern Techniques Factors affecting recruitment Applicants' Pool Assessment of recruitment Programme Meaning and Definition of Selection, Placement and Induction-Essentials of Selection Procedure-Role of selection Procedure-Organization for Selection	



	<p>Selection Procedure-Application Form-Written Examination-Preliminary Interview-Psychological Tests-Final interview-Medical Examination-Reference Checks-Line Manager's Decision-Job Offer-Employment Placement-Problems-Making Effective Induction-Objectives-Advantages</p>	
V	<p>Performance Appraisal Strategic Management and Performance Appraisal Meaning, Need and Purposes Appraisers Methods of Performance Appraisal-Traditional Methods: Graphic Rating Scales-Ranking methods-Paired Comparison Method-Forced Distribution Method-Checklist Methods(simple, weighted and critical incident)-Essay/Free Form Appraisal-Group Appraisal-Confidential Reports Modern Methods: Behaviorally Anchored Rating Scales-Assessment Centre-Human Resource Accounting-MBO-Behaviour Observation Scale-Psychological Appraisals Result Method, Productivity Measures, The Balance Scorecard Managerial Appraisal Uses of Performance Appraisal Problems of Performance Appraisal Recent Development Legal Issues in Performance Management</p>	
VI	<p>Employees Training Meaning Assessment of training needs Training Methods On-the-Job Methods: Job Rotation, Coaching, Job Instruction, Step-by-Step, Committee Assignment, Internship Off-the Job Methods: Vestibule Training. Role Playing, Lecture, Conference/Discussion, Programmed Instruction Training Procedure Training Within industry Advantages of Training Evaluation of Training Programme On-line Training, Special Aspects of Training-Team Training</p>	
VII	<p>Promotions, Transfer and Demotion Promotions-Meaning-Types-Purposes-Bases(Merits, Seniority, Merits-cum-Seniority)-Benefits-Problems Transfer-Meaning-Reasons-Types Demotions- Meaning-Reasons-Principles</p>	
VIII	<p>Wages and Salary Administration Definitions and Concepts Objectives of Wages and Salary Administration Factors Affecting Wage/Salary Levels Wage Boards and Pay Commissions Wage Incentives Profit Sharing Bonus Managerial Compensation</p>	
<p>Case Studies should also taught in Class Room</p>		



Basic Text & Reference Books:-

- Rao Subba P (2010) “Personal Management and Human Resource Management” Text and Cases, Himalaya Publishing House, New Delhi.
- Aswathappa K, “Human Resource and Personnel Management” 3rd Edition, Tata McGraw-Hill Publishing Company Ltd, New Delhi.

