

**SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR**



SYLLABUS EFFECTIVE FROM: 2018-19

(P.G. Board Dt. 03/05/2017)

**MASTER OF SOCIAL WORK (HR)
SEMESTER – II**

Paper Code PA02CSHR22	Title of the Paper Principles of Human Resource Management	Credits 03
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Learner Objectives	<ul style="list-style-type: none"> 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
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Units	Unit Description	Weightage
Unit : I	Understanding Concept of Human Resource Management	20%
	1. HRM and its Environment. 2. 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. 3. Model of HRM: Fombrun model, Harvard model, Guest model, Warwick model. 4. 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	
Unit : II	Procurement of Human Resources	20%
	1. 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. 2. 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. 3. Recruitment: Definition and Meaning, Need, planning of Recruitment, Process and sources of Recruitment, recruiting yield pyramid, study of live recruitment process, Succession planning. 4. Selection: Define selection, Process of selection, types of tests and selection, work sampling technique, test of cognitive ability, achievement tests, situational testing.	

	<p>5. Interview: Types Interview techniques, Designing and conducting an effective interview, matching the candidature to the job, Activity on Mock interview.</p> <p>6. V Induction & Placement: Define Induction, Techniques requisites and evaluation of induction programmer, define placement, problems in placements.</p>	
Unit : III	Training, Developing, Appraising Employees and Managing Performance.	20%
	<p>1. 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 purposes</p> <p>2. Development: Define Development, need and importance of development, what is management development, EDP's/MDP's</p> <p>3. 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.</p> <p>4. Job Evaluation: Define Job evaluation, Scope and process of JE, methods of JE</p> <p>5. Managing Careers: Career Management process Career planning, Career path, Career development roles, managing promotions and transfers, types of promotion and transfer.</p>	
Unit IV	Compensation and Productivity Management	20%
	<p>1. 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.</p> <p>2. Benefits and Services: Nature and need of B & S, types of employee B & S, fringe benefits, administration of B & S, insurance – retirement-flexible benefits programmers.</p> <p>3. 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.</p> <p>4. Productivity Management: Performance productivity management-through TQM, Kaizen, Quality circles.</p>	
Unit V	Case studies on :	20%
	<p>1. Training practice in Corporates</p> <p>2. Performance System in MNC</p> <p>3. Wage and Salary</p>	

*Units will have the same weightage in the evaluation as suggested in the course outline

Teaching-Learning	The course would be taught /learnt through various means like lectures, discussions, writing assignments, viva-voce, seminars, presentations, e-resources and projects
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Environment	(Classroom & Field)
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Evaluation Pattern		
Sr.No	Details of the Evaluation	Weightage
1	Internal Written/Practical Examination	20%
2	Internal continuous assessment in the form of practical , Viva-voce, Quizzes, seminars, assignments, attendance, participation in co-curricular and extra-curricular activities	10%
3	University Examination	70%

Note: Students will have to score a minimum of 40 (forty) percent to pass the course.

Course outcomes: Having completed this course, student should be able to:	
1	Students can develop the basic understanding concerning contemporary trends and basic theories of human resource management, responsibilities of HR
2	They can able to learn to manage the people effectively
3	They can learn to deal with the human resources in complex situation

Recommended Readings:	
1	Human Resource Management by Gary Dessler
2	Human Resource Management by K Aswathappa
3	Personnel Management by C.B. Mamoria
4	Human Resource Management by R.S. Dwivedi
5	Human Resource Management by L.M.Prasad
6	Recent experiences in HRD by Rao T V
7	Designing and Managing HRS by Udai Pareek

