

(2) Human Resource Management

UNIT I

- **Human Resource Philosophy** – Changing environments of HRM – Strategic human resource management – Using HRM to attain competitive advantage
- **Concept and Functions of HRM**
- **Structuring HRM-Trends in HRM** – Organisation of HR departments – Line and staff functions –Role of HR Managers.

UNIT II

- **Job analysis : Methods** - IT and computerised skill inventory - Writing job specification - HR and the responsive organisation. Job Design,HRP
- **Attracting the Talent-Recruitment,Selection and Outsourcing** : Employment planning and forecasting -Building employee commitment : Promotion from within - Sources, Developing and Using application forms - IT and recruiting on the internet. Socialization, mobility and Separation.

UNIT III

- **Human resource development**-Human resource development system. Training mentoring and performance coaching; building roles and teams.
- **Performance appraisal: Methods** –Performance planning and review- Problem and solutions - MBO approach – The appraisal interviews - Performance appraisal in practice, Competency Mapping, Potential Appraisal-Assessment centers.
- **Managing careers:** Career and succession planning - Managing promotions and transfers.

UNIT IV

- **Compensation and reward management**- Basics of compensation - factors determining pay rate –laws covering wages-Compensation strategy ,structure and composition-Current trends in compensation- Reward management
- **Pay for performance and Financial incentives** : Money and motivation - incentives for operations employees and executives - Organisation wideincentive plans - Practices in Indian organisations.
- **Benefits and services** : Statutory benefits - non-statutory (voluntary) benefits – laws covering benefits-Insurance benefits - retirement benefits and other welfare measures to build employee commitment.

UNIT V

- **Industrial relation and collective bargaining** : Trade unions - Collective bargaining - future of trade unionism.Industrial democracy Discipline administration – grievances handling - managing dismissals and separation.
- **Labour Welfare** : laws covering labour welfare ,Importance & Implications of labour legislations – Employee health - Auditing HR functions, Future of HRM function.