

## **CP-203: HUMAN RESOURCE MANAGEMENT**

### **Objectives**

In a complex world of industry and business, organisational efficiency is largely dependent on the contribution made by the members of the Organisation. The Objectives of this course is to sensitize students to the various facets of managing people and to create an understanding of the various policies and practices of human resource management.

### **Course Contents**

- I. Concepts and Perspectives on Human Resource Management; Human Resource Management in a Changing Environment. Corporate Objectives and Human Resource Planning;
- II. Career and Succession Planning; Job Analysis and Role Description; Methods of Manpower Search; Attracting and Selecting Human Resources, Induction and Socialisation;
- III. Manpower Training and Development; Performance Appraisal and Potential Evaluation;
- IV. Job Evaluation & Wage Determination, Employee Welfare;
- V. Industrial Relations & Trade Unions; Dispute Resolution & Grievance Management; Employee Empowerment.

### **Suggested Readings**

1. *Aswathappa, K. Human Resource and Personnel Management Tata Mc Graw Hill, New Delhi, 1997*
2. *De Cenzo, D A & Robbins S P. Human Resource Management. 5th ed., New York, John Wiley, 1994.*
3. *Guy, V & Mattock J. The New International Manager. London, Kogan Page, 1993.*
4. *Holloway, J. ed. Performance Measurement and Evaluation. New Delhi, Page, 1995.*
5. *Monappa, A. & Saiyadain M. Personnel Management. 2nd ed., New Delhi, Tata Mc-Graw-Hill, 1966.*
6. *Stone, Lloyed and Leslie W.Rue, Human Resource and Personnel Management Richard D. Irwin, Illinois, 1984.*