

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**I Semester**  
**PAPER-I**  
**HUMAN RESOURCE MANAGEMENT**

**Max. Marks : 100**

**Course Outcomes:**

**On successful completion of this course the students are able to:**

CO 1: Acquire the knowledge of management process.

CO 2: Effectively manage and plan key human resource functions within organizations.

CO 3: Examine current issues, trends, practices, and processes in HRM.

CO 4: To develop a variety of competencies in Human Resources in the organization.

CO 5: To understand the role of HR Manager in business Organization.

**Unit-I**

Management - Meaning, Definition, Nature & Scope and Importance of Management, Functions of Management. Management V/S Administration.

**Unit-II**

Functional Areas of Management-Financial Management- Meaning, objectives, functions, Production Management-Meaning, Objectives, Process of production, Role of Production Manager, Marketing Management- Meaning, Objectives, Functions, Human Resource Management- Meaning and Objectives. Cost Management-Meaning, objectives and functions.

**Unit-III**

Human Resource Management- Meaning, Definition, Nature, Scope, Functions & Importance of Human Resource Management. International HRM- Approaches.

**Unit-IV**

Human Resource Development – Meaning, Definition, Features, Significance, Concepts, Techniques of HRD. Difference between HRM & HRD, Career planning- Steps, promotion-Basis of Promotion, Demotion, Transfer, Separations.

**Unit-V**

Human Resource Manager – Image & Qualities of HR Manager, Role of HR Manager, Personnel policies & Principles, Skills. Personnel management V/S Human resource management. Recent trends in HR. Challenges of HR.

**Suggested Readings:**

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|--|-----------------|
| 1. Human Resource Management               | -Dr. Devaraj. K |
| 2. Essentials of Human Resource Management | -P.Subba Rao    |
| 3. Human Resource & Personnel Management   | -K. Aswathappa  |
| 4. Human Resource Development              | -P.Sharma       |

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**II Semester**  
**PAPER -II**  
**MANPOWER PLANNING**

**Max. Marks : 100**

**Objectives:** To Enable the students to learn about the concepts & Techniques of Human resource Planning.

**Course Outcomes:**

**On successful completion of this course the students are able to:**

CO 1: Ability to Draft HR planning in the organization.

CO 2: To understand the techniques of Job Design.

CO 3: Analyze the ways and means of hiring and appraising human resources.

CO 4: To Ability to train using various methods of Training.

CO 5: Enable the evaluation of employee's performance.

**Unit-I**

Manpower Planning-Meaning, Definition, Nature, Objectives, Process of HRP, Factors affecting HRP, Information Management in HRP

**Unit-II**

Job Design & Analysis – Job Design- Meaning, Objectives, Methods of Job design Job Analysis- Job Description- Meaning, Objectives, Contents. Job Specification- Objectives, Contents. Job Evaluation. - Methods of job evaluation. Employee retention- Strategies.

**Unit-III**

Recruitment & Selection - Meaning, Definition, Sources, Factors governing recruitment process, E-Recruitment, Scientific Selection, Procedure, Placement and Induction.

**Unit-IV**

Training & Development - Meaning, Definition, Training Need Assessment. Importance of Training, Methods of Training, Recent Developments in Training. Training V/S Development.

**Unit- V**

Performance Appraisal - Meaning, Definition, Objectives, advantages, disadvantages, Appraisal Process, Methods of Performance Appraisal.

**Suggested Readings:**

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|--|------------------|
| 1. Human Resource Management             | - Dr. Devaraj. K |
| 2. Personnel & Human Resource Management | - P.Subba Rao    |
| 3. Human Resource & Personnel Management | - K. Aswathappa  |
| 4. Human Resource Development            | - P.Sharma       |
| 5. Human Resource Management             | - Gary Dessler   |

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**III Semester**  
**PAPER -III**  
**ORGANISATIONAL BEHAVIOUR**

**Course outcome:**

**On the successful completion of this course the students are able to:**

**CO 1:** To develop and understanding the behavior of individuals and groups inside the organization.

**CO 2:** To develops theoretical and practical insights and problem-solving capabilities for effectively managing the organizational Process.

**CO 3:** To impart the knowledge on the key function's organization.

**CO 4:** To educates the students in solving issues related to requirements in group development.

**CO 5:** To improve stress management skills

**Unit -I**

Organizational Behavior-Meaning, definition, importance, nature &scope, elements, objectives, models of OB.

**Unit –II**

Individual Personality- Meaning, types, traits, theories. Personality stages. Perception –Meaning, process, factors affecting perception. Learning- Meaning, Importance, Determinants, Learning Theories. Emotional Intelligence - Meaning and importance.

**Unit –III**

Group –Foundations of group behavior, types, factors influencing group behavior, group decision making -merits & demerits, group conflicts-types and resolution. Team dynamics- meaning, merits, demerits, team development and group dynamics, team dynamics v/s group dynamics.

**Unit –IV**

Organizational System- meaning, functions, Organizational change-resistance to change, role of change agent. Organization Culture- meaning, types, functions, and its impact on individual and organization

**Unit –V**

Stress Management-Meaning, definition, sources of stress, types of stress. Consequences and coping strategies, stress management techniques. Stress management skills.

**Suggested Readings:**

1. Organizational Behavior-Robins
2. Organizational Behavior- K. Ashwathappa
3. Organizational Behavior- M.N. Mishra

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**IV Semester**  
**PAPER -IV**  
**LABOUR LEGISLATIONS**

**Course Outcome:**

**On successful completion of this course the students are able:**

- CO1:** To acquaint the students with legal provisions of labor law in India  
**CO2:** To develop implementation skills of various industrial and Labour laws  
**CO3:** To gain knowledge on various ACTS  
**CO4:** To understand the concept of labor laws.  
**CO5:** To acquire knowledge on service marketing of different service sectors

**Unit-I**

Guiding Principles of Labour Legislation, Evolution of Labour Legislation in India. Fundamental rights and directive principles of state policy under Indian constitution. Recent trends in labour laws.

**Unit-II**

Factory and Wage Legislation-Factories Act1948-health, safety and welfare measures, Payment of Wage Act 1936-rules for payment of wages, deductions from wages, Minimum Wages Act1948, Payment of Bonus Act 1963-determination of bonus, eligibility and disqualification for bonus. Employment rights of the worker, Recent amendments in labour law 2020.

**Unit-III**

Trade Union and Industrial Dispute Legislation- Trade Union Act 1926-registration of trade union, rights, duties and liabilities, Industrial Dispute Act 1947-major provisions.

**Unit-IV**

Workmen's Compensation Act 1923- Main features and Objectives, employer's liability for compensation, amount of compensation- Provisions. Eligibility to claim compensation, recent trends.

**Unit-V**

ESI Act 1948, Maternity Benefit Act, Provident Fund Act and Family Pension Act- Major Provisions with recent amendments.

**Suggested Readings:**

1. Industrial and labour law-P.L.Malik
2. Labour law for managers-B.D.Singh
3. Industrial and labour law-S.P. Jain

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**V Semester**  
**PAPER –V**  
**INDUSTRIAL RELATIONS**

**Max. Marks : 100**

**Course Outcome**

**On the successful Completion of this course the students can:**

**CO1:** Students should able to elaborate the concept of Industrial Relations.

**CO2:** The students should able to illustrate the role of trade union in the industrial setup.

**CO3:** Students should able to outline the important causes & impact of industrial disputes.

**CO4:** Students should able to elaborate Industrial Dispute settlement procedures.

**CO5:** To understand the Procedure for disciplinary action & Grievances of employee.

**CO6:** To understand Process and essentials & Successful Collective Bargaining.

**Unit- I**

Industrial Relations - Definition – Objectives- Industrial Peace and Harmony- Causes Of poor Industrial relations – Various measures to improve industrial relations,

**Unit –II**

Trade Unionism in India – History, Functions and Role of Trade Unions - Types of Trade Unions- reasons for joining Trade Union. Trade union movement in India.

**Unit- III**

Industrial Disputes - Causes and consequences - Prevention and settlement of Industrial Disputes - Major provisions of Industrial Disputes Act 1947 with reference to settlement of disputes. Industrial Disputes: the role, function and powers of the Labor court.

**Unit –IV**

Employee Indiscipline - causes - Procedure for disciplinary action – Mc Gregors Hot Stove Rule - Standing Orders - Complaints and Grievances-Need of a Grievance Procedure, Model Grievance Procedure: the machinery, procedure & essence. Grievance Redressal System. Punishment – Types.

**Unit –V**

Collective Bargaining – Principles- Objectives- Process and essential conditions for Successful Collective Bargaining Critical Issues in Collective Bargaining Collective Bargaining & the emerging scenario.

**Suggested Readings:**

1. Human Resource Management and Industrial Relations - Subba Rao
2. Human Resource Management and Industrial Relations - R.S. Davar.
3. Human Resource Management - Ashwathappa
4. Human Resource Management and Industrial Relations - P.C. Tripathi

**CAREER ORIENTED COURSE**  
**HUMAN RESOURCE MANAGEMENT**  
**VI Semester**  
**PAPER –VI**  
**LABOUR WELFARE & SOCIAL SECURITY**

**Max. Marks : 100**

**Course Outcome**

**On the successful Completion of this course the students can:**

**CO1:** Understand the features and objectives of employee welfare

**CO2:** To have knowledge of welfare measures

**CO3:** Understand the Role & impact of Indian Labor Organization

**CO4:** Enumerate the features of social security

**CO5:** Classify social security benefits like insurance social security schemes

**CO6:** To understand & control on Labor Development & Factory Advice

**Unit –I**

Social &Welfare; Labour Welfare - Social Welfare; Labour Welfare: Concept, Scope; Principles of Labour welfare Labour Welfare Policy and Five-Year Plans, Historical Development of Labour Welfare in India.

**Unit –II**

Indian Labour Organization - ILO and Approaches to Enforcement of Labour Law: Traditional and Modern. Impact of ILO on Labour Welfare in India; Agencies of Labour Welfare and their Roles, Statutory and Non-Statutory welfare programmes (in brief). Welfare Centers, Welfare Officer: Role, Status and Functions.

**Unit –III**

Social Security -Concept and Scope Social Assistance and Social Insurance Development -Social Security measures for Industrial Employees. Recent Schemes launched by central government and state government.

**Unit –IV**

Labour Administration -Evolution of Machinery for Labour Administration; Central Labour Administrative Machinery in India, Labour Administration in India.

**Unit –V**

Labour Development -Director General of Employment and Training; Director General of Factory Advice- Provident Fund Organization; ESI Schemes. State organizations.

**Suggested Readings:**

- 1) Principles of Labour Welfare- Moorthy, M.V.
- 2) Labour Welfare in India- Vaid, K.N.
- 3) Aspects of Labour Welfare and Social Security- Sharma, A.M
- 4) Labour Welfare Administration in India - Ram Chandra P. Singh,