

## **BUSINESS ADMINISTRATION**

### **PAPER IV (Code No. 3305)**

#### **HUMAN RESOURCE MANAGEMENT**

##### **Objective**

The objectives of the paper as to familiar the students about the different aspects of managing people in the organizations right from the stage of acquisition to development and retention.

##### **COURSE CONTENTS**

1. Human Resource Management : - Meaning, Definition, Nature, Importance, Scope and Concept of HRM. HR Policies and Procedure.
2. Human Resource Planning: - Concept of HRP Assessment of Human Resource Requirement, HR Forecasting, Job Analysis Drafting for Recruitment advertising.
3. HRM Mechanism: - Basic concepts of recruitment, selection, induction, Training & Development; Performance appraisal, Transfer, Promotion, Separation.
4. HR Compensation:- Salary and Wage Administration, Methods of Wage Payment, Incentive and Fringe Benefit.
5. HR Strategy, Cultural Diversity; HR Relations-Grievance, Prevention and settlement of HR Dispute.

##### **Suggested Readings:**

1. Arun Monappa & Sayadin- pers. Mgt.-Tat McGraw
2. Dessler-HRM-EEE, Prentice Hall
3. E.B. Flippo-Personnel Management-Tat MCGraw
4. Pates Dowling, Watch & Schuller0International HRM-South Western College Pub. Cinechinati.
5. Pattanaik-HRM-Himalay.
6. Rao P.L. -International Human Resource
7. T.N. Chabra-HRM-Dhanpat Rai & Co.