

Human Resource Management (HRM) : Meaning , nature and scope, Difference between HRM and Personnel Management, HRM functions and Objectives , Personnel management functions, Structure of personnel department : Line and staff, job analysis, manpower planning , new challenges, Recruitment and selection, placement and induction, wage and salary administration , job evaluation.

Human Resource Development (HRD): Concepts, Assumptions, Values, HRD Mechanisms, Action – research Model, HRD Culture and Climate, HRD Interventions, HR Accounting and Audit, Consultant – client relationship, Knowledge Management, Human Resource Information System.

Organisational Behaviour: Concept, Scope, Nature of human behavior, Personality, Perception, Learning, Attitude, Motivation, Interpersonal Behaviour, Group Dynamics, Leadership, Communication, Morale Power and Authority, Stress, Organisational Change and Development.

Job Analysis : Job Description, Job Specification, The systematic Approach to Recruitment: recruitment policy, Recruitment Procedures, Recruitment Methods and evaluation. The systematic approach to Selection: The Selection Procedure, the design of application form, selection methods, the offer of employment, and evaluation of the process.

Training and Development : Purpose , Methods, and issues of training and management development programs. Training : Concept, Role, Need and importance of training. Types of training , Understanding process of learning , developing an integrated approach to learning in training programme. Training need assessment.

Performance Appraisal :- Definition, Purpose of Appraisal, Procedures and Techniques- 360 Degree performance Appraisal, Job Evaluation.

Discipline and Grievance Procedures :- Definition, Disciplinary Procedure, Grievance Handling Procedure. Industrial Relations: Nature, importance, and approaches of Industrial Relations. Promotion, Transfer and separation : Promotion - Purpose, principles and types; Transfer- Reason , principles and types: Separation : - Lay off, Resignation, Dismissal, retrenchment, voluntary retirement scheme.

International Human Resource Management (IHRM): Organisational context of IHRM, IHRM and Sustainable Business, Functions of IHRM, Cross – Cultural Studies, Cultural Diversity, Transnational Organisations, IHRM models.

Industrial Relations: Concept, Scope, Evolution, Approaches, Actors and Models, Conflict and cooperation, Bi-partitism, Tri-partitism, Collective Bargaining, Workers' Participation in Management, Grievance Handling and Disciplinary Action, Code of Conduct, Industrial Relations in changing scenario, Employers' organisations.

Trade Union Act: Trade union Act 1926, Industrial Employment Act 1946, Minimum wages Act 1948, Payment of wages Act 1936, Equal remuneration Act 1976, Payment of Bonus Act, 1965,

Problems and Emerging role of trade unions in India.

Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts. The Industrial Employment (Standing Orders) Act, 1946. The Industrial Disputes Act, 1947.

Labour Legislations: Industrial Dispute Act, Factories Act, The Contract Labour (Regulation and Abolition) Act, 1970. Workmen's Compensation Act, 1923. Important Provisions of Employees' State Insurance Act, Payment of Gratuity Act, Employees Provident Fund Act, Maternity Benefit Act.

Labour Welfare: Concept, Scope, Types, Theories and Principles, Industrial Health and Hygiene, Industrial Accidents and safety, Occupational Diseases.

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