

## **MC5009 HUMAN RESOURCE MANAGEMENT**

### DETAILED SYLLABUS

#### **UNIT I UNDERSTANDING HRM WITH LEGAL & ETHICAL CONTEXT**

Introduction- Importance of HRM – functions – Structure of HRM Department-Trends and opportunities – External Influences Affect HRM- HRM in global environment – The Changing World of Technology- HR & Corporate Ethics – Equal Employment Opportunities -Laws Affecting discriminatory practices – Enforcing Equal Opportunity Employment-Discipline & Employee Rights.

#### **UNIT II STAFFING, RECRUITING AND FOUNDATIONS OF SELECTION**

Introduction – An Organizational Framework- Job analysis -Methods -Purpose– Recruiting Goals – Recruiting Sources – Recruiting A Global Perspective- Selection Process – Selection from Global Perspective- job offers – Avoiding hiring mistakes - key element for successful predictors.

#### **UNIT III TRAINING AND DEVELOPMENT**

Introduction – Socialization Process-Purpose of New employee orientation, Employee training- Employee Development– Organization development Calm Waters Metaphor – White-Water Rapids Metaphor – Evaluating training and Development Effectiveness international training and development issues – Career Development -Value for organization and individual – mentoring and coaching – traditional career stages.

#### **UNIT IV PERFORMANCE EVALUATION, REWARDS AND BENEFITS**

Appraisal process – methods – factors distort appraisal – team appraisal – international appraisal –rewards –Theories of motivation - compensation administration – job evaluation and pay structure – special cases of compensation – executive compensation programs – employee benefits Voluntary Benefits- International Compensation.

#### **UNIT V SAFE AND HEALTHY WORK ENVIRONMENT**

Occupational safety and health act -Contemporary Health and Safety Issues –Employee assistance program – International Safety & Health -labor management - employee unions – labor legislation- Unionizing Employees- Collective Bargaining.

## REFERENCES

1. Biswajeet Pattanayak, Human Resource Management, Prentice Hall of India, 2001
2. Decenzo and Robbins, Human Resource Management, Wilsey, 10th edition, 2010
3. Dessler Human Resource Management, Pearson Education Limited, 2002
4. Human Resource Management, Eugence Mckenna and Nic Beach, Pearson Education Limited, 2002
5. Ivancevich, Human Resource Management, McGraw Hill 2002.
6. Mamoria C.B. and Mamoria S. Personnel Management, Himalaya Publishing Company, 1997.
7. Wayne Cascio, Managing Human Resource, McGraw Hill, 1998.

## OBJECTIVES

- To understand the importance of human resources.
- To describe the steps involved in the human resource planning process
- To understand the stages of employee socialization and training needs.
- To know about the purposes of performance management systems and appraisal.
- To know the list of occupational safety and health administration enforcement priorities