

## IIU-251 HUMAN RESOURCE MANAGEMENT

**Introduction:** Introduction to Human Resource Management and its definition, functions of Human Resource Management & its relation to other managerial functions. Nature, Scope and Importance of Human Resource Management in Industry, Role & position of Personnel function in the organization.

**Procurement and Placement:** Need for Human Resource Planning; Process of Human Resource Planning; Methods of Recruitment; Psychological tests and interviewing; Meaning and Importance of Placement and Induction, Employment Exchanges (Compulsory Notification of vacancies) Act 1959, The Contract Labour (Regulation & Abolition) Act 1970.

**Training & Development:** Difference between training and Development; Principles of Training; Employee Development; Promotion-Merit v/s seniority Performance Appraisal, Career Development & Planning.

**Job analysis & Design:** Job Analysis: Job Description & Job Description, Job Specification.

**Job Satisfaction:** Job satisfaction and its importance; Motivation, Factors affecting motivation, introduction to Motivation Theory; Workers' Participation, Quality of work life.

**The Compensation Function:** Basic concepts in wage administration, company's wage policy, Job Evaluation, Issues in wage administration, Bonus & Incentives, Payment of Wages Act-1936; Minimum Wages Act-1961

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### Recommended Text Books:

1. T.N.Chhabra- Human Resource Management (Dhanpat Rai & Co.)

### Recommended Reference Books:

1. Lowin B. Flippo - Principles of personnel Management (Mc Graw-Hill)
  2. R.C. Saxena - Labour Problems and social welfare (K.Math & Co.)
  3. A Minappa and M. S. Saiyada - Personnel Management (Tata Mc. Graw-Hill)
  4. C.B. Mamoria - Personnel Management (Himalaya Publishing House, Bombay)
  5. T.N. Bhagotiwai - Economics of Labour and Industrial Relations (Sahitya Bhawan Agra)
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