

HUMAN RESOURCE MANAGEMENT

Managing the Human Resource: the role and function of HR including strategic linkages; HRM policy and procedures; organization of the HR department; models of HR delivery; the role of line managers in managing HR. **Human Resource Planning (HRP):** HR Planning Process; modeling HRP including mathematical models; external and internal strategic integration; HR information system.

Recruitment and Selection (R&S): the theoretical basis of R&S; external and internal influences; methods of recruiting; alternatives to recruitment; cost-benefit analysis of recruiting; selection process; cost-benefit analysis for the selection decision; strategic R&S; legal and ethical perspectives.

Human Resource Development (HRD): different approaches to HRD; strategically focused HRD; managerial responsibilities and approaches for developing managers; HRD contribution to change management; techniques for organizational development; the need for training ;creation of a HRD plan; training management.

Management Development: HRM and management development; management development and organizational strategy; organizational approaches to management development; implementing management development programmes; issues in management development.

Performance Management (PM): performance evaluation techniques; performance appraisal; problems in performance evaluations; performance-based rewards; legal and ethical perspectives; PM as a driver and facilitator of change; cross-cultural implications for PM.

Managing the Employment Relationship: nature of the employment relationship; statutory frameworks; employment contract; key concepts such as conflict, cooperation, involvement and commitment; employee involvement and communication; types of employee involvement; processes used to regulate the employment relationship.

Terminating the Employment Relationship: managing dismissal and redundancy; statutory aspects; organizational downsizing and change implications; ethical and sustainability considerations

Remuneration and Reward: remuneration strategies; pay determination; designing a payment system; salaries and wages; payment by time systems; incentives; bonus schemes; performance related pay; employee benefits, contingency theory.

Books:

1. Gary Dessler, Human Resources Management, Pearson Education, New Delhi.
2. Udai Pareek, T.V Rao, Designing Managing Human Resources Systems, Oxford IBH,NewDelhi
3. Arun Monappa, Human Resource Management, TMH, New Delhi, 2004
4. John M. Ivancevich, Human Resource Management, 9/e, Tata McGraw- Hill, 2003.