

BBS HRD

(W.e.f. July, 2002)

6.2.1 (A) HUMAN RESOURCE MANAGEMENT PAPER - I

1. **MEANING, NATURE, SCOPE AND IMPORTANCE OF HRM**
Evolution and development of HRM - Functions of HRM - Challenges faced by HRM - HRM and HRD - Role of HR manager.

2. **HUMAN RESOURCE PLANNING**
Introduction - Integrated strategic planning and Human Resource Planning - HRP at different levels - H.R.P - Process - Control and review mechanism - Impact of technology on HRP.

3. **HUMAN RESOURCE INFORMATION SYSTEM**
Meaning - Applications, functional components of Human Resource Information system - Functions - steps in HR Information system - Benefits and limitations of HR Information system.

4. **RECRUITMENT, SELECTION AND PLACEMENT**

(A) **RECRUITMENT**
Meaning - objectives - subsystems - Corporate objectives, strategies, tactics and recruitment - sources and techniques of recruitment - internal - external - modern sources and techniques

(B) **SELECTION - PLACEMENT**
Selection procedure - Tests - Interviews - Placement - induction.

5. **TRAINING AND DEVELOPMENT**
Concept - Objectives - Need and importance of training - strategy for devising an effective training mechanism - Training methods - Training - Essentials of a good training and development programme - Evaluation of training programme.

procedure

HUMAN RESOURCE MANAGEMENT PAPER - II

6.2.1 (B) INDUSTRIAL RELATIONS

1. Meaning - Importance and scope - Components of Industrial relations system - Importance of harmonious industrial relations - objectives of industrial relations - Conditions of congenial industrial relations - Approaches to industrial relations.
2. INDUSTRIAL DISPUTES
Concept - Causes of Industrial disputes - types of industrial disputes - Methods of settlement of industrial disputes - industrial unrest in India.
3. TRADE UNIONS
Meaning - Functions of trade unions - Objectives of important trade unions in India - Problems of trade unions - Measures to strengthen trade union movement in India.
4. WORKERS PARTICIPATION IN MANAGEMENT AND QUALITY CIRCLES
Workers participation in management - meaning - Scope and significance - Requisites of effective participation - Workers participation in management
Quality circles - Meaning - Organisation structure of Q.C - Process of Q.C - Merits and limitations of Q.C
5. COLLECTIVE BARGAINING
Meaning and importance - Essential conditions for the success of collective bargaining - functions of collective bargaining - Collective bargaining process - Collective bargaining in India.

6.2.1 (C) HUMAN RESOURCE MANAGEMENT PAPER - III

NEW ISSUES IN H.R.M.

1. Globalisation and H.R.M.
Impact of globalisation on, Employment, wages, trade unions, HRD,
Collective bargaining, participative management - Managing diversified culture.
2. NEW PEOPLE MANAGEMENT (In the knowledge economy)
Introduction - Need of knowledge workers - Learning organisation -
Learning strategy - Learning disciplines - Budgeting up on organisation structure
for new people management.
3. TOTAL QUALITY AND H.R.M.
Principles and core concept of TQM - HRM & TQM - The total quality
human resource strategy.
4. HUMAN RESOURCE RECORDS.
Introduction - Meaning - Types of records - Importance of records -
Essentials of good record - Principles of good record keeping.
5. HUMAN RESOURCE AUDIT
Meaning - Need and importance of Human Resource Audit - Audit of
Human resources for optimum utilisation, productivity, growth and profitability.

BOOKS

1. Human Resource Management
■ Biswajeet Patnayak
Prentice -Hall of India Pvt. Ltd., New Delhi.
2. Human Resource Management & Industrial Relations
(Text, Cases and Games)
■ P.Subba Rao.
Himalaya Publishing House.
3. Human Resource Management
■ Mirza S. Saiyaddin
Tata McGraw Hill Publicity Co. Ltd. , New Delhi.
4. Dynamics of Industrial Relations.
■ C. B. Mamoria & Satish Mamoria.
Himalaya Publishing House.
5. Management of Human Resources (Text and cases)
■ Rakesh K. Chopra.
Kitab Mahal.
6. Management (Value oriented Holistic approach)
■ S.A. Shreekar.
Himalaya Publishing House.
7. Human Factor in Management
(Organisational Behaviour)
■ M.N.RudraBasavraj
Himalaya Publishing House.

