

UNIVERSITY OF MADRAS
B.B.A. DEGREE COURSE IN BUSINESS ADMINISTRATION
SYLLABUS WITH EFFECT FROM 2020-2021

BBA-DSC09

CORE-IX HUMAN RESOURCE MANAGEMENT

CREDITS:4

IV SEM/II YEAR

Learning Objective :

1. To understand fundamental concepts & practices in Human resource management
2. To know the role of human resource management in organization
3. To familiarize on labour relations & human resource audit.

UNIT I

Nature and scope of Human Resources Management – Differences between personnel management and HRM – Environment of HRM – Human resource planning – Recruitment – Selection – Methods of Selection – Uses of various tests – interview techniques in selection and placement.

UNIT II

Induction – Training – Methods – Techniques – Identification of the training needs – Training and Development – Performance appraisal – Transfer – Promotion and termination of services – Career development.

UNIT III

Remuneration – Components of remuneration – Incentives – Benefits – Motivation – Welfare and social security measures.

UNIT IV

Labour Relation – Functions of Trade Unions – Forms of collective bargaining- Workers' participation in management – Types and effectiveness – Industrial Disputes and Settlements (laws excluded)

UNIT V

Human Resource Audit – Nature – Benefits – Scope – Approaches.

REFERENCE BOOKS :

1. Human Resource Management – V S PRao
2. Human Resource Management –Ashwathappa
3. Human Resource Management – Garry Deseler
4. Human Resource Management – L MPrasad
5. Human Resource Management –Tripathi.