

## Syllabus of B.B.A., LL.B. (Hons.) 2022-23 Batch

**COURSE- 3.3 Human Resources Management – Industrial Relations****Objectives:**

The Human Resource management being the most difficult of all human relations is related to Industrial relations. The course offers a complete picture of Human Resource Management. The Human Resource Development being the most crucial aspect in the management, due importance is given to all aspects of HRM.

**UNIT – I**

Meaning and significance of HRM; Evolution and Development, Functions, Objectives, Process of HRM, Organization design and HRM.

Human Resource Planning: - Meaning, Objectives and significance. Integrated Strategic planning and Human Resource Planning; Process of HRP; Control and Review mechanism in HR planning.

**UNIT – II**

Recruitment: Definition, Objectives and Complexity, Corporate Objectives and Recruitment, Sources and Techniques of Recruitment, Internal – External sources, Modern Sources and Techniques and Assessment of Recruitment Programme.

Selection, Placement and Induction: Selection Procedure, Tests, Interviews; Placement and Induction.

**UNIT – III**

Human Resource Development: Concept and Significance, frame work, Techniques, Functions, Tasks of Line Manager. identification of training needs; objectives, benefits and methods of training; criteria of effective training methods; Promotion and demotion – meaning and criteria; methods of training; concepts of transfers and separation.

#### **UNIT – IV**

Wage and Salary Administration: Meaning, objectives and components of employee compensation; determinants of pay structure and level; methods of wage fixation – individuals and group incentives; bonus, fringe benefits and job evaluation systems; stock-ownership plans.

#### **UNIT – V**

Performance Appraisal: Performance Evaluation to Performance Analysis and Development, Methods of Performance Development, System of Performance Appraisal, Counseling, Managerial Appraisal.

#### **Prescribed Books:**

1. HRM – K.S. Ashwathappa
2. HRM – V.S.P. Rao

#### **Books for reference**

1. HRM – Fred Luthans
2. HRM – T.V. Rao
3. HRM – SubbaRao
4. HRM – L.M. Prasad
5. Personnel management – C.B. Memoria