

Veer Narmad South Gujarat University

Advance Personnel Management

T.Y. B.B.A., Semester VI

Effective from December 2012

Objectives:

To enable students to comprehend the key and vital issues of HRM in a dynamic environment both from Indian and international perspective. To introduce students to theory, contemporary issues and practical examples from the corporate world for effective study of HRM.

To acquaint students to develop an understanding of the legal framework of industrial and labour laws. To impart in the students knowledge of laws and help them appreciate how laws affect the industry and the labour.

Pedagogic Tools:

Lectures, Case studies, Practical examples from corporate & business world, assignments, projects & presentations,

Course Content: PART A:

Chapter 1: Human Resource Management & Economic Liberalization 10%

- a) Evolution & development of HRM
- b) Meaning of LPG
- c) Impact of LPG on employment, HRD, wages, trade unions, collective bargaining, diversity management , participative management and quality circles
- d) Challenges faced by HRM
- e) HRM in India

Chapter 2: E- HRM & Recent trends in HRM 10%

- a) Introduction to E-HRM
- b) Aspects of E-HRM (E- Job design & analysis, e-recruitment, e-selection, e-performance appraisal, e- hr records, e-compensation management, e- training & development)
- c) Recent trends in HRM (employer branding, BPO, Dual career couples, flexi time, talent management, learning organization, knowledge management)

Chapter 3: HR Practices At International Level 10%

- a) Domestic vs. international HRM
- b) HR functions at International Level (Recruitment & Selection, Performance Management, Compensation, T&D, Repatriation)

- Chapter 4: Exit Policy 10%
- a) Voluntary Retirement Scheme
 - b) Effects of excess manpower
 - c) Exit policy as given by Govt. Of India
 - d) Procedure for VRS
 - e) Challenges in implementing VRS
 - f) Merits & Demerits of VRS
 - g) Case Study of any two Indian Companies
- Chapter 5: HR Records, Audit, Research & Information Systems 10%
- a) HR records – importance, essentials, purpose & principles
 - b) HR Audit - objectives, need, areas of audit; audit report
 - c) HR Research – characteristics, objectives, need, approaches, process
 - d) HRIS - Need, advantages, uses, design, computerization, limitations
- Chapter 6: Industrial Relations 10%
- a) Meaning, Parties to IR
 - b) Importance of IR
 - c) Objectives of IR
 - d) Approaches to IR
 - e) Conditions for good IR
 - f) International Labour Organisation
 - g) IR in India
 - h) Workers Participation In Management
- Chapter 7 : Trade Unions 10%
- a) Meaning
 - b) Functions
 - c) Objectives of important trade unions
 - d) Union Structure
 - e) Trade Unions Act 1926 & Trade Union Amendment Act,2001
 - f) Recognition of trade unions
 - g) Problems of trade unions
 - h) Measures to strengthen Trade union movement in India
 - i) Recent trends in Trade Unions in India
- Chapter 8:Industrial Conflicts 10%
- a) Introduction, definition, features
 - b) Causes of industrial conflicts
 - c) Types of industrial conflicts
 - d) Prevention of industrial conflicts
 - e) Settlement of industrial conflicts

- Chapter 9: Industrial Health & Safety 10%
- a) Industrial Health
 - b) Occupational Hazards
 - c) Occupational Diseases
 - d) Safety & Safety organisation
 - e) Accidents
 - f) Alcoholism & Drug Abuse
 - g) Absenteeism & Turnover
- Chapter 10: Collective Bargaining 10%
- a) Meaning
 - b) Objectives
 - c) Importance
 - d) Bargaining strategies
 - e) Bargaining process
 - f) Essential conditions for success in collective bargaining
 - g) Functions of collective bargaining
 - h) Collective Bargaining in India

Note: About 15-20 percentage of total paper should be allocated to case study or application based questions.

Reference Books

- 1) Human Resource Management by C. B. Gupta
- 2) Human Resource Management by Dr. S.S. Khankha
- 3) Human Resource & Personnel Management by K. Ashwathappa
- 4) Human Resource Management by Biswajeet Pattanayak
- 5) Essentials of Human Resource Management and Industrial Relations by P. Subba Rao
- 6) Industrial Relations by Arun Monappa
- 7) Industrial Relations By Mamoria