

# SYLLABUS FOR OPEN ELECTIVE IN INDUSTRIAL RELATIONS FOR SEMESTER THREE

Semester	III
Paper Code	OE (OPEN ELECTIVE PAPER) IROE 3
Paper Title	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT
Number of teaching hours per week	03
Total number of teaching hours per semester	42
Number of credits	03

### Objective of the Paper:

- 1. To introduce the students to the concept of Human Resource & Human Resource Management.**
- 2. To make students aware of various aspects of Human Resource Management-As an Academic Discipline and as a Profession**
- 3. To prepare the students to understand the implications of Human resource Management in the organizations.**

#### Module 1: INDUSTRIAL RELATIONS & HUMAN RESOURCE MANAGEMENT:

Meaning of Industrial Relations and Human Resource Management.

Important Definitions.

Emergence of Industrial Relations and Human Resource Management as Academic Disciplines.

Nature and scope/Applicability of HRM.

Role/Functions of HRM. Meaning of International Human Resource Management (IHRM) and its function.

International HRM. Meaning of Multi National Companies.

Brief introduction to Human Resource Audit.

(12 hours)

#### Module 2: HUMAN RESOURCE INFLOW:

Recruitment-Types of recruitment and sources of recruitment-with special reference to advertisements in print media and audio visual media-including web sites.

Selection Process.

Promotion-meaning and types.

Merit Vs Seniority criteria in Promotions.

Transfers-meaning, types and reasons for transfer.

Demotion-meaning,  
demotion.  
Hours)

reasons

for  
(10

Module 3: WORK ENVIROMENT:

Fatigue, Monotony and Boredom-causes and effects.

Industrial Accidents and Industrial Safety.

Legal Provisions for Safety, Health and Welfare of workers in India (As per The Factories Act, 1948).  
(10 hours)

Module 4: TRAINING AND DEVELOPMENT:

Meaning. Importance of training and development.

Methods of training and development.

Skilling, Upskilling and Reskilling .

Introduction to online training programmes.

(10 hours)

### **BOOKS FOR REFERENCE:**

1. *Yoder, Dale, Personnel Management and Industrial Relations, Prentice-hall of India, 1975*
  2. *Aswathappa K, Human Resource and Personnel Management, Tata McGraw-Hill, 2002*
  3. *Peter J Dowling, International Human Resources Management, South Westem, 1999*
  4. *Aswathappa K, Human Resource Management, Text and Cases, Tata McGraw-Hill, 2008*
  5. *Edwin B Flippo, Personnel Management, McGraw-Hill, New York, 1984*
  6. *Jeffrey A Mello, Strategic Human Resource Management, Thomson, 2003*
  7. *Wayne F Cascio, Managing Human Resources, McGraw-Hill, 1995*
  8. *Ian Beandwell and Len Holden, Human Resource Management, Macmillan, 1996*
  9. *John M Ivahernich, Human Resource Management, Tata McGraw-Hill, 1996*
  10. *John Bernardin, Human Resource Management, TMH, 2004*
  11. *William P Anthony, Strategic Human Resource Management, The Dryden Press, 1993*
  12. *Charles R Greer, Strategic human Resource Management, Pearson, 2002*
  13. *Richard M Hodges and Fred Luthans, International Management, McGraw-Hill, 2000*
  14. *Monir H Tayeb, International Human Resource Management, Oxford University Press, 2005*
  15. *Agarwal, R.D., Dynamics of Personnel Management in India, New Delhi, Tata McGraw-Hill, 1977*
  16. *Venkatratnam, C.S. and Srivastava, B.K., Personnel Management and human Resources, Tata Mcgraw-Hill, 1991*
  17. *R.C.Sharma, Nipun Sharma, Human Resource Management- Theory and Practice, , SAGE, 2019*
  18. *Amitabha Sengupta, Human Resource Management, concepts, practices and new paradigms, SAGE, 2019*
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**Course Outcomes:** At the end of the course, the student should

CO1	Knowledge	Have developed a good knowledge of People at work as human resource and HRM as a specialized Management Discipline
CO2	Understand	Have developed a very good understanding of the functions of HRM, H.R. Planning aspects and work environment.
CO2	Apply	Be able to perform basic People Management Duties professionally and objectively
CO3	Analyze	Be able to contrast and explain the useful and harmful activities of the microorganisms.
CO4	Evaluate	Be able to critique the contribution as well as short fall of human resource.
CO5	Create	Be able to design an excellent Human Resource Management policy ensuring peaceful and productive Industrial Relations.