

UNIVERSITY OF RAJASTHAN

JAIPUR

SYLLABUS

FACULTY OF COMMERCE

MASTER OF HUMAN RESOURCE MANAGEMENT

(SEMESTER SCHEME)

Examination

I/II SEMESTER 2015-16

III/IV SEMESTER 2016-17

Prepared by *SD*

Checked by *SD*

SD
Asstt. Registrar
University of Rajasthan
JAIPUR

MHRMI Semester

2015-16

HRM 101 : Theory and Practice of Management

HRM 102 : Human Resource Management

HRM 103 : Labour Economics and Labour Welfare

HRM 104 : Industrial Relations and Social Security

HRM 105 : Labour Laws

MHRMII Semester

2015-16


HRM 201: Organizational Behavior

HRM 202: Designing Organizational Structure

HRM 203: Training and Development

HRM 204: Business Communication Skills

HRM 205 : Compensation Management.


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MHRM IIIRD Semester

SYLLABUS

(Session ~~2016-17~~)

- MHRM301 - Performance Management System
- MHRM 302 - Organisation Development
- MHRM 303 - Human Resource Development
- MHRM 304 - Strategic Leadership
- MHRM 305- Business Research Methods

MHRMIVth Semester - 2016-17

- MHRM 401 - International Human Resource Management
- MHRM 402 - Strategic Human Resource Development Management
- MHRM 403 - Personality Development and Human skills
- MHRM 404 - Human Resource Information System
- MHRM 405 -Contemporary Issues in Human Resource Management
- MHRM 421- Project Report and Viva -Voce

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HRM 101

THEORY AND PRACTICE OF MANAGEMENT

Unit-I

Nature and Importance of Management, Process of Management, Managerial Roles, Functions of Management, Skills of an Effective Manager, Schools of Management Thought.

Unit-II

Planning, Managerial Decision Making, MBO, Departmentalization, Leadership Styles, Power and Distribution of Authority, Contemporary Views of Motivation.

Unit-III

Leadership Styles, Group Behavior and Team Building, Effective Communication System, Designing Control Systems, MIS.

Unit-IV

Motivation concepts, Management of Change, Conflict Management, Management of Stress, Time Management, Total Quality Management.

Unit-V

Global Environment of Management, Ethics in Management, Corporate Social Responsibility, Corporate Culture.



Books Recommended

1. Robbins and Coulter, Management, Practice-Hall of India.
2. L.M. Prasad, 1. Principles and Practice of Management Sultan chand & Sons.
3. Neeru Vasist 1. Principles of Management, Taxmann Publications Pvt. Ltd.
4. Tripathi and Reddy Principles of Management, Tata-Mchraw Hills
5. G.S. Sudha Principles of Management, Ramesh Book Depot

HUMAN RESOURCE MANAGEMENT

UNIT I

Introduction: Concept, Objectives & Scope and Importance of H.R. Management, Human Resource Environment in India, Changing Role of HRM, Organization of Human Resource Department.

UNIT II

Job analysis and Job Design: Human Resource Planning, Job Analysis, Job Description and specifications, Job Design Approaches.

UNIT III

Recruitment, Selection,: Factor Affecting recruitment, Sources of recruitment (Internal and external), selection process, psychological tests for selection, Recruitment of good test for selection . Interviewing, Placement and induction.

UNIT IV

Performance Appraisal: Concept and Objective, Traditional and Modern Methods, Limitations.

UNIT V

Compensation Management, Job Evaluation, Base Compensations and Supplementary Compensation, Innovations in Compensation Management.



Suggested Readings

1. Dessler, Garry, Human Resource Management, Prentice Hall of India,
 - 2.. 6 Human Resource Management – Dr. C.B. Gupta – Sultan and Sons
 3. Chhabra T.N., Human Resource Management, Dhanpat Rai and Co. Pvt. Ltd. New Delhi.
 4. Flippo, Edwin B., Principles of Personnel Management, Mc.Graw Hill, New York.
 5. Dwivedi, R.S., Managing Human Resources : Personnel Management in Indian Enterprises, Galgotia, Publishing Company, New Delhi, 2000.
 6. Personnel & Human Resource Management – P. Subba Rao – Himalaya Publishing House.
 7. Human Resource and Personnel Management – K Aswathappa – Tata Mc Graw Hill Publishing Co. Ltd.
- 7
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152 - Labour Economics and Labour WelfareUnit-1

Indian Labour : Characteristics and Socio – economic back-ground sources of Labour supply, Labour problems : Migration Absenteeism, Labour turn-over, indebtedness and Housing.

Unit-2

Industrialization, Concept, effect, Industrial efficiency, Factors affecting efficiency.

Unit-3

Labour Administration in India – Centre and State I.L.O. Establishment, objective, principles, functions, Conventions and Recommendation.

Unit-4

Labour Welfare : Principles, objectives, scope, Labour-welfare officer : Appointment, Role, functions, welfare funds and its uses.


Unit-5


Agencies of Labour welfare in India, Major welfare plans in India.

Recommended Books

- 1st R.C. Saxena : के. नाथ. एण्ड कम्पनी, मेरठ श्रम समस्याएँ एवं समाज कल्याण
2. B.P. Tyagi : Labour Policy and Labour Legislation
3. S.C. Srivastav : Social Security and Labour Laws Eastern Book Co., Lucknow, 1985.
4. A.K. Sharma : Labour Economic Anmol Publications Pvt.Ltd.
5. M.V. Joshi : Labour Economic and Atlantic Publisher & Labour Problems Distributor Pvt. Ltd.

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6. R.J. Reddy
Corportion

Economics of Labour

APH Publishing

7. Peter Slooane

Modern Labour
Economics

Routledge

8. S.D. Singh

Labour Economics

Centrum Press

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HRM 104

Industrial Relations and Social Security

Unit-I

Industrial Relation :Concept, nature, importance changing pattern of Industrial relation in India.

Unit-II

Industrial Dispute :Meaning, causes, forms effects, prevention and settlement machinery, Industrial peace, suggestions.

Unit-III

Association of Employer and Employee Associations: Features, Role, Functioning problems, suggestions. Study of INTUC, AITUC, Chamber of Commerce, ASSOCHAM.

Unit-IV

Collective Bargaining : meaning, nature scope, process, pre-requisites for success, collective Bargaining in India, Workers participation in management.

Unit-V

Social Security: Need and importance, scope social Assistance and social Insurance, Related Laws:- Workmen compensation Act, 1923, Employee State Insurance Act, 1948, Provident Fund and Misc. Act, 1952, (Main Provisions).

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Books Recommended

1. Bipin Kumar Industrial Relations :Regal Theory and
Practical Publication
- 2.C.S. Venkata Ratnam Industrial Relations Oxford
University Press
- 3.R.Sivarethinamohan Industrial Relations and PHI
Labour Welfare : Text Learning Pvt.
Ltd.
and Cases
- 4.Ratna Sen Industrial Relations : Mcmillan India Ltd.
Text and Cases
- 5.Pylee George Industrial Relations and Vikas
Publishing House
Personnel Management

HRM 105

Labour Laws

Unit-I

Indian Trade Union Act, 1926
Industrial Employment (Standing Order) Act, 1946

Unit-II

Payment of Wages Act, 1936
Minimum Wages Act, 1948

Unit-III

Factories Act, 1948.

Unit-IV


Industrial Dispute Act, 1965


Unit-V

Maternity Benefit Act, 1961
Payment of Bonus Act, 1965

Books

N.D. Kapoor : Industrial Laws
S.N. Mishra : Industrial Laws
R.L. Nolakha : vkS|ksfxd lfUu,e


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Book Recommended :-

P.K. Padhi Labour and Industrial Laws PHI Learning
Pvt. Ltd.

Selvanaj, Industrial Relations and Tata McGraw
Nambudiri, Labour Laws Hill Education

Monappa

R. Shivarethinamohan Industrial Relations and PHI Learning
Pvt. Ltd.

Labour Welfare : Text
and Cases

Singh, Kaur Introduction to Labour and Lexis Nexis
Industrikal Law

S.C. Srivastava Industrial Relations and Vikas
Publishing House
Labour Laws





Organization Behaviour

Unit 1

Organization Behaviour – Definition, Scope, Importance, Concepts of Organization Behaviour – Models of OB.

Unit 2

Motivation – Definition, Importance, Motives – characteristics, Types – primary and secondary Theories of motivation.

Unit 3

Group Dynamics and team building – Theories of group formation – formal and informal groups – Importance and team building, Conflict – Definition, traditional Vs Modern view of conflict – Types of conflict – intra personal, interpersonal, organizational – Constructive and destructive conflict – Conflict management.

Unit-IV

Stress management – Definition, causes, types – Management of stress, Interpersonal Relations., Organizational Culture & Climate.



Unit-V

Personality – Development of personality, Attributes of personality, Ego state, transactional analysis, Johari window.

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Books Recommended

1. Organisational Behaviour : Mehta & Chouhan
2. Principles and Practices of management by Shejwalkar
3. Essential of management by Koontz H and Weitrich

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4. Principles and practices of Management by T.N. Chabra
 5. Management by Stomen and Jane
 6. Organisatgional behaviour by Stephen Robbins.
 7. Organisational behaviour by Keith & Davis.
 8. Organisational behaviour by Fred and Luthans.
 9. Organisational behaviour by K.A. Ashwatthap.

Designing Organisational Structure



Unit-I

Concept of organisation Structure, Formation of organisation structure – Formal and Informal. Contingent factors in organisation design – Environment strategy Technology.

Unit-II

Work design – theories of work design, Factors in work design – job Enrichment and job enlargement, Authority , Power and Status.

Unit-III

Concept of organizational, creation of Establishing values and socialization of Employees Strategy and Structure and 7s framework.

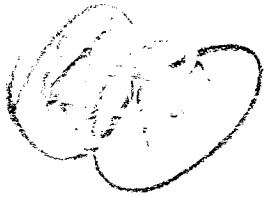
Unit-IV

Organisation effectiveness – concept, approaches to measure effectiveness – Goal approach, behavioural approach, system – resource approach strategic constituencies approach criteria for organisational effectiveness. Managerial effectiveness.

Unit-V

New Trends in organisation. Building Learning Organisation. Restructuring and reengineering of organisation. Organisation structure of MNCS.

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Books Recommended

1. Hicks, G. Herbert, Gullet. Ray C., Organisation theory and Behaviour, M.C. Graw-Hill International Book Company.
2. Prof. Mehta, Anil, "Organisation Behaviour, Ramesh Book Depot.
3. Prasad, L.M. "Organisational Behaviour," Sultan Chand & Sons.

HRM-203
TRAINING AND DEVELOPMENT



Unit I

Introduction To Training Concept: Meaning, Objectives, Need For Training, Importance Of Training, Concepts Of Education, Training Development, Overview Of Training Functions, Types Of Training Role & Qualities of Training Manager .

Unit II

Learning, Principles Of Learning, Theories Of Learning, Reinforcement Theory, Social Learning Theory, Andragogy, E-Learning.

Unit III

Process Of Training: Steps In Training, Criteria For Identifying Training Needs (Person Analysis, Task Analysis, Organization Analysis), Assessment Of Training Needs, Methods And Process Of Needs Assessment

Unit IV

Designing And Implementing a Training Programme:, Methods And Techniques Of Training, Training aids, Management Development Programme, Budgeting Of Training.

Unit V

Evaluation Of Training Programme : Meaning, objectives, levels, stages, techniques, Why training fails, Essentials of effective training

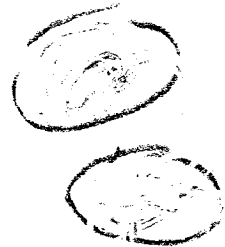


Suggested Readings

1. Training & Development: Mehta, Gupta & Upadhyaya
2. Training Research and Practice - John Patrick
3. A Handbook of Training - Martin Stone
4. Handbook of Training Methodology and Management - Paul Choudhry

HRM 204

BUSINESS COMMUNICATION SKILLS



UNIT I

Communication - Meaning and Significance for management ,Types of Communication, Process of Communication, Media - Barriers and Gateways in Communication - Principles of Effective Communication.

UNIT-II

Correspondence - Norms for Business Letters - Letter for different Kinds of Situations E. communication E Mail, Web Conferencing, and other Multimedia Communications.

UNIT-III

Report writing - structure of Reports - Long and Short Reports - Formal and Informal Reports - Writing Research Reports, Technical Reports - Norms for including Exhibits & Appendices.

UNIT-IV

Non - Verbal Communication - Personal Appearances Postures - Body Language - Use of Charts, Diagrams and Tables - Visual and Audio Visual Aids for Communication — Dynamic Communication - Face to Face Communication - Telephonic Conversation.

UNIT-V:

Conducting Meetings: Procedure - Preparing Agenda, Minutes and Resolutions Conducting Seminars and Conferences - Procedure of

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Regulating Speech - Evaluating Oral Presentation - Group Discussion - Drafting Specific Negotiation Skills.

Reference Books

1. RAISHER: Business Communication - ATTBS
2. KRISHNA MOHAN & MEERA BANNERJEE - Developing Communication Skill Macmillan.
3. WOOLCOTT & UN WIN - Mastering Business Communication
4. ANDERSON & OTHERS - Thesis Writing.
5. JANE WHNEY GIBSON - Oral Communication - Arrangement Perspective
6. MURPHY HERTA A AND PECK, CHARLES E - Effective Business Communication 2nded., 1976, Tata Mc Graw Hill New Delhi

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HRM 205



COMPENSATION MANAGEMENT

UNIT-I

Conceptual and theoretical understanding of economic theory related to Compensation Management (Wage Concepts and Wage Theories). Employees' satisfaction and Motivation issues in compensation design. Establishing Internal, External and Individual equally.

UNIT-II

Strategic importance of variable pay-Determination of Inter and Intra industry Compensation differentials. Individual and Group Incentives.

UNIT-III


Dearness Allowance Concept - Emergence and Growth in India. The role of fringe benefits in reward systems Retirement Plans including VRS/Golden Handshake Schemes.


UNIT-IV

Executive Compensation. Compensation Systems in Multinational Companies and IT companies including ESOP.

UNIT-V

Collective Bargaining Strategies - Long term settlements - Cases of Productivity Settlements - Exercises on drawing up 12 (3) and 18 (1) settlements. Emerging Trends in IR due to LPG.


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Suggested Books

1. Armstrong, Michal and Muri's, Helen. "Reward Management: A Hand book of Salary Administration. 1988 Kagan Paul, London.
2. Belchor, David W. "Compensation Administration" 1973, Prentice Hall, Englewood Cliffs. NT.
3. Calvin Reynolds, "Compensation of overseas employees" in Hand book of Human Resource Administration" 2nd ed. Joseph J. Famularo, (ed.) (New York Mc-Graw-Hill, 1986).
4. Richard Henderson, "Compensation Management; Rewarding performance, 5th ed, (Englewood Cliffs, NJ,Prentice Hall, 1989

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MHRM IIIrd Semester

MHRM 301 – Performance Management System

Unit I

Introduction

Concept of Performance Management System, Importance of excellence in performance management system. Historical perspective of performance management system. The past and future of performance management system.

Unit II

Conceptual aspects and their linkage with performance management. From human resource management to building human capital for excelling performance. Performance management-basic theories, System and Process.

Unit III

Performance and human resource development. Performance recognition and performance based reward system. Building performance culture creating performance organization to meet current and future challenges.

Unit IV


Performance related concepts, Benchmarking, six sigma, marching, balance scorecard, Pygmalion effect.

Unit V

Performance improvement system, Annual performance appraisal system, performance indicators, kaizen technique, 5s, quality circle, Just in time.

Books Recommended:-

1. Verma, Arup, Pawan, S. Budhwar: Performance Management Systems-A Global Perspective.
2. Rao, T.V.: Performance Management and Appraisal Systems.
3. Sahu, R.K.: Performance Management System.
4. Heathfield, Susan M.: Performance Management- Evaluation, Review and Appraisal Books.


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MHRM 302 - ORGANIZATIONAL DEVELOPMENT

Unit I

Introduction to Organizational Development: Concepts, Nature and Scope of O.D. , Historical Perspective of O.D., underlying assumptions and Values, Theory and Practices on change and Changing. The Nature of Planned Change.

Unit II

Understanding Organizations, Approaches to Understanding Organizations, Key Organizational Designs, Procedures, Differentiation, Integration, Basic Design, Dimensions, Determination of Structure, Forces Reshaping Organization, Life Cycles in organization.

Unit III

O.D. Interventions: Team Interventions, Inter-group Interventions, Personal, Interpersonal and Group Process Interventions, Comprehensive Interventions, Structural Interventions.

Unit IV

Implementations and Assessments of O.D., Reasons for Failure and Success of O.D. Efforts, Assessment of O.D and Change in Organizational Performance, The impact of O.D.

Unit V

Organizational Development and Change, Organization Development, Alternative Interventions, Change Agents: skills, Resistance to change, managing the Resistance, Levins Change Model, Organizational Reality.

Books Recommended:

1. Debra, L. Nelson and Campbell, James Quick: Organizational Behavior-Foundations, Realities and Challenges.
2. Luthans, Fred: Organizational Behavior, Tata McGraw-Hill.
3. French, Bell and Vohra : Organization Development, Pearson Education.

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MHRM 303 - Human Resource Development

Unit I

Conceptual Framework of HRD: Meaning, Characteristics Objectives, Scope, Need and Importance of HRD, Distinction between HRD and HRM, Nature of HRD, HRD Framework, Assumptions of HRD, HRD Culture.

Unit-II

Sub-systems and Mechanisms of HRD, HRD Matrix, Principles of Designing HRD Systems, Functions of HRD Department, Qualities required for HRD manager.

Unit-III

Training & Development: Objectives and Importance of Training, Training Need Assessment, Types and Methods of Training, Evaluation of training program.

Unit-IV


Organization Development (OD), Objectives, Various OD Interventions, Transactional Analysis, Sensitivity Training, Team Building.

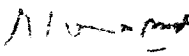
Unit-V

Career Planning, Succession Planning, Employee Counselling, Feedback, HRD in India.

Books Recommended:

1. Dayal, Ishwar: Successful Applications of HRD, New Concepts, New Delhi.
2. Dayal, Ishwar: Designing HRD Systems, New Concepts, New Delhi.
3. Kohli, Uddesh & Sinha, Dhama P.: HRD- Global Challenges & Strategies in 2000 A.D., ISTD, New Delhi. 26
4. Maheshwari, B.L & Sinha, Dhama P.: Management of Change Through HRD, Tata McGraw-Hill, New Delhi.
5. Mehta, Anil & Upadhyaya, Payal: Human Resource Development, RBD Publishers, Jaipur.
6. Pareek, Udai: Managing Transitions-The HRD Response, Tata McGraw Hill, New Delhi.
7. Rao, T. V. et: Alternative Approaches & Strategies of Human Resource Development, Rawai, Jaipur. 26


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MHRM 304- Strategic Leadership

Unit I

Strategic Leadership- Meaning, Role of Strategic Leader in organisation, Leadership vs. managing, Leadership Theories & Styles.

Unit II

Transactional vs. Transformational Leaders, Leadership skills, Leadership and Motivation, Leadership and Morale.

Unit III

Leading with values, Leadership and innovations, Leadership and organisational culture.

Unit IV

Emotional Intelligence and Leadership, Spirituality and Leadership, Indian philosophy and Leadership, Leadership for Competitive advantage.

Unit V

Six Sigma and Leadership, Leadership and organisational effectiveness, Commandments for excellent Leadership.

Books Recommended :

1. Finkelstein, Hambricand Cannella: Strategic Leadership- Theory and Research on Executives, Oxford University Press.
2. Freedman, M. and Tregoe Benjamin: Art and Discipline of Strategic Leadership, M_cGraw-Hill Professional.

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MHRM 305 - Business Research Methods

Unit I

Meaning and Objectives of Research, Need and Importance of Research in Business, Types of Research, Problems in Social Science Research, Identification of Research Problem.

Unit II

Framing of Hypothesis. Research Design - Important Concepts. Sampling Design-Steps. Collection of Data: Primary and Secondary Sources.

Unit III

Questionnaire and Schedule, Interviews, Observation. Scaling: Importance and Techniques, Editing, Coding, Classification and Tabulation.

Unit IV

Hypothesis Testing : Parametric and Non-parametric Methods. Interpretation and Report Writing.

Unit V

Probability and Probability Distribution, Business Forecasting, Time Series, Decision Theory.

Books Recommended:

1. Donald R. Cooper, Pamela S. Schindler: Business Research Methods, 8/e, Tata McGraw-Hill.
2. Timothy J. Ross: Fuzzy Logic with Engineering Applications, Wiley Publications.
3. Simulated annealing: Theory and applications, Timothy J. Ross, Wiley Publications.
4. P.J. Van Laarhoven and E.H. Aarts: Simulated Annealing: Theory and Applications (Mathematics and its Applications).
5. C.R. Kothari: Research Methodology, Wiley Eastern Ltd.
6. Richard Levia: Statistics of Management, Prentice Hall of India Pvt. Ltd.
7. Goode & Hatt: Methods in Social Research, McGraw-Hill.

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MHRM IVth SEMESTER

MHRM - 401

International Human Resource Management

Unit I

Introduction of international human resource management, Overview of organizational structure in MNCs, international dimensions of HRM, Approaches of IHRM.

Unit II

International Staffing, Compensation and Benefits. Training and development.

Unit III

Performance Management in International Organisations. Expatriations & Repatriation.

Unit IV

Sustaining International Business operations, Managing People in International Context.

Unit V

Indian Multinational companies, Issues, Challenges and theoretical development, Cultural dimensions, Changing scenario of IHRM.

Books Recommended:

1. Subba Rao, P.: International Human Resource Management.
2. Bhatia, S.K.: Management Change and Organisational Development, Deep & Deep Publications Pvt. Ltd., New Delhi.
3. Bhatia, S.K.: HRM in Global Scenario, Deep & Deep Publications Pvt. Ltd.
4. Khandwalla, Pradip N.: Corporate Creativity, Tata McGraw-Hill Publishing Company Limited, New Delhi.

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MHRM 402- Strategic Human Resource Development
Management

UNIT I

Human Resource Management and Development Strategies, Meaning of Strategic HRD Management, HRD Functions and their Linkages to Business Goals.

UNIT II

Strategic Approach in Industrial Relations, HRD as a Profession, HRD Assessment and Audit, Electronic Human Resource Management (E-HRM).

UNIT III

E-Selection and Recruitment, Virtual Learning Organization, E-Performance Management and Compensation Design, Development and Implementation of HRIS, Designing of HR Portals, Issues in Employee Privacy.

UNIT IV

Cross-cultural HRM, Domestic vs International HRM (IHRM), Cross-cultural Educational and Training Programmes, Building a Multicultural Organization, Cross-Border Merger, Acquisition and Repatriation, Current Challenges in Outsourcing Career and Competency Development.


UNIT V

Strategic Knowledge Management, Competencies and Career Management, Competency-based Compensation, Employee Development.

Books Recommended:

1. Dayal, Ishwar: Designing HRD Systems, New Concepts, New Delhi. 30
2. Kohli, Uddesh & Sinha, Dhimi P.: HRD- Global Challenges & Strategies in 2000 A.D., ISTD, New Delhi.
3. Maheshwari, B.L & Sinha, Dhimi P.: Management of Change Through HRD, Tata McGraw-Hill, New Delhi.
4. Mehta, Anil & Upadhyaya, Payal: Human Resource Development, RBD Publishers, Jaipur. 35
5. Rao, T. V. et: Alternative Approaches & Strategies of Human Resource Development, Rawai, Jaipur.




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MHRM 403-Personality Development and Human Skills

Unit I

Introduction: Definition of Personality, perception and personality, Personality factors - factors of association, Leadership at home - friends - environment - educational factor - conditional-genetic-compulsory-spiritual-public relation facilities.

Unit II

Personality Formation Structure : Mind mapping, competence mapping and 360 assessment and development, types of persons: Extrovert, Introvert, Ambient person.

Unit III

Understanding Human Nature : Basis of Human (i) Influence of Environment and Heredity, (ii) Concept of Attitude (iii) Concept of Self.

Unit IV

Effective Thinking : Thinking Skills, Thinking Styles, Concept of Six thinking Hats.

Unit V

Individual Interaction and Skills : Basis of Interaction Skills Personal and interpersonal, Intra Personal Skills-Concept, definition, meaning of skills types of skills, conceptual, supervising, technical, managerial and decision making skills. Group Influence on Interaction Skills.

Recommended Books :

1. Ghosh P & K Ghorpade M.B. Industrial Psychology, Himalaya, Mumbai, 1999.
2. Newstrom J. Keith D., Organizational Behavior, (TMH, New Delhi)
3. P G Aqians, Organizational Behavior, (Excel Books Delhi)
4. Hellriegel D & Slocum, J.W., Organizational Behavior, (South Western & Thomson Learning)
5. Shiv Khera, You Can Win
6. Pramod Batra. Management Thought
7. Stephen Covey, 8 Habits
8. Stephen Covey, 7 Habits of Highly Effective People, 3 Basic Managerial Skills for all (Prentice Hall of India Pvt. Ltd.)
9. Mehta, Anil & Chouhan, Bhumija - Organizational Behaviour (RBD Jaipur)

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MHRM 404-Human Resource Information System

UNIT I

MIS- An introduction, Historical background, Data and information, Growing need for information, Information Economics.

UNIT II

Role of MIS at various management levels, Essentials of an effective MIS, Information Networks, MIS to Business Intelligence.

UNIT III

Computer Applications in HRM, Information System and Human Resource Planning, Succession Planning.

UNIT IV

Information System and HRD, Performance and Potential Appraisal.

UNIT V

Information System and Training, Training Need Identification, Training Methods and their evaluation, Emerging concepts of MIS and their use in HRM.

Books Recommended:

1. Prasad, L.M.: Management Information System.
2. RAO, V.S.P.: Human Resource Management, Excel Books.
3. Javadeker, W.S.: Management Information System, Tata McGraw-Hill.

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Contemporary Issues in Human Resource Management

UNIT I

Management of workforce diversity, Human Resource Audit, Competency Mapping.

UNIT II

Quality of work life, Emotional Intelligence, Talent Management.

UNIT III

Improving work culture in organisation, Improving Managerial Effectiveness.

UNIT IV

New trends in training and development, Management of employees retention, Employee engagement, Influence of power and politics.

UNIT V

Ethical Issues in HR, Human Resource Management practices in the Indian organisations, Culture and Technology, Encouraging creativity in organisation.

Books Recommended:

1. Aswathappa, K.: Human Resource and Personnel Management, Tata McGraw-Hill.
2. Creer, Charles R.: Strategic Human Resource Management, Pearson.
3. Mathias, Throphone A.: Corporate Ethics.
4. Khandwalla, Pradip N.: Corporate Creativity.
5. Abraham, Sarah: Work Place.
6. Fisher, Cynthia D.: Human Resource Management.

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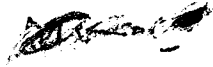
MHRM-421



Project Report and Viva-Voce

Report writing : 50 Marks

Viva -Voce :50 Marks



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