UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

Faculty of Commerce

Master of Human Resource Management

Semester Scheme

1st Semester Exam. December 2016
1. Eligibility: Bachelor degree in any discipline recognized by this University with at least 45% marks in the aggregate.

2. Scheme of Examination: There will be five questions in all. The candidate will be required to attempt all the questions selecting one question from each unit with an internal choice (either/or).

3. Semester Structure: The details of the courses with code, title and the credits assigned are given below.
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<th>S. No.</th>
<th>Subject Code</th>
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<td>Compulsory Papers</td>
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<td>THEORY AND PRACTICE OF MANAGEMENT</td>
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<td>HRM 102</td>
<td>HUMAN RESOURCE MANAGEMENT</td>
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<td>HRM 103</td>
<td>INDUSTRIAL RELATIONS AND SOCIAL SECURITY</td>
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<td>Elective Papers (Any Three)</td>
<td>HRM 104</td>
<td>LABOUR ECONOMICS AND LABOUR WELFARE</td>
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<td>HRM 105</td>
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<td>HRM 106</td>
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MHRM 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.

Unit - II
Planning, Managerial Decision Making, MBO, Departmentalization, Leadership Styles, Power and Distribution of Authority.

Unit - III
Leadership styles, Group Behavior and Team Building, Effective Communication System, Designing Control System.

Unit - IV

Unit - V
Global Environment of Management, Ethics in Management, Corporate Social Responsibility.

Books Recommended
HRM 102: HUMAN RESOURCE MANAGEMENT

Unit-I

Unit-II
Job Analysis and Job Design: Human Resource Planning, Job Analysis, Job Description and Specifications.

Unit-III
Recruitment and Selection: Factors affecting Recruitment, Sources of Recruitment (Internal and External), Selection Process, Psychological tests for selection, Requirement of a good test for selection.

Unit-IV
Performance Appraisal: Concept and Objectives, Traditional and Modern Methods, Limitations.

Unit-V
Compensation Management, Job Evaluation, Base Compensation and Supplementary Compensation.

Books Recommended
HRM 103: INDUSTRIAL RELATIONS AND SOCIAL SECURITY

Unit-I
Industrial Relation: Concept, nature, importance, changing pattern of industrial relations in India.

Unit-II
Industrial Dispute: Meaning, causes, forms, effects, prevention and settlement machinery, Industrial peace.

Unit-III
Association of Employer and Employee Associations: Features, role, functioning, problems, suggestions. Study of Chamber of Commerce, ASSOCHAM.

Unit-IV

Unit-V

Books Recommended
3. Sen, Ratna, Industrial Relations: Text and Cases, Mcmillan India Pvt. Ltd.
HRM 104: Labour Economics and Labour Welfare

Unit-I
Indian Labour: Characteristics and Socio-economic background, Sources of Labour Supply, Labour problems: Migration, Absenteeism, Labour turnover, Indebtedness and Housing.

Unit-II

Unit-III
Labour Administration in India- Centre and State, I.L.O.: Establishment, Objectives, principles, functions.

Unit-IV

Unit-V
Agencies of Labour welfare in India, Major welfare plans in India.

Books Recommended

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 Recommended

1. Kapoor, N.D. : Industrial Laws
2. Mishra, S. N. : Industrial Laws
Unit-I
Spirituality and Management- Concept of Spirituality, Indian Ethos and Values, Role of Values in Management, Western Values vis a vis Indian Values, Applications of Yoga in Management- Personality Development, Meditation and Management of stress.

Unit-II
Indian Epics and Management- Dimensions of Vedic Management, Bhagwad Gita, Ramayan, Kautilaya’s Arthshastra.

Unit-III

Unit-IV
Western Thinkers I- F.W. Taylor, Henri Fayol, Elton Mayo, Herbert Simon.

Unit-V
Western Thinkers II- Peter F. Drucker, William G. Ouchi, Tom Peters, Gary Hamel.

Books Recommended

MHRM 107: MODERN BUSINESS COMMUNICATION

Unit I
Business Communication: Definition, Types, Principles of Effective Communication, Barriers and Remedies to Communication.

Unit II
Business Letter: Layout, Kinds of Business letters- Interview, Communication and Technology, video Conferencing, Fax, E-mail, Multi-media presentations, Web 2.0 and Communication, Skype, Linked in, Facebook and WhatsApp.

Unit III
Public Speaking, Seminar Presentation, Interview, Group Discussion, Effective Listening.

Unit IV
Report Writing, Agenda, Minutes of Meeting, Memorandum, Office Order, Circular, Notes.

Unit V
Business Etiquettes and Manners: Shake hand, Dress sense, Dining Etiquettes, Introducing a guest, E-mail Etiquettes, Work place Etiquettes, Telephone Etiquettes.

Books Recommended

2. Thomas, Jane, Murphy, Herta and Hilderbrandt, Herbert: Effective Business Communication, Tata McGraw-Hill.