

Human Resource Management

M. Com (F)

Paper - 22

M. Marks : 100

Time : 3 Hrs.

Note: There will be three sections of the question paper. In section A there will be 10 short answer questions of 2 marks each. All questions of this section are compulsory. Section B will comprise of 10 questions of 5 marks each out of which candidates are required to attempt any seven questions. Section C will be having 5 questions of 15 marks each out of which candidates are required to attempt any three questions. The examiner will set the questions in all the three sections by covering the entire syllabus of the concerned subject.

Course Inputs

- Unit-1** **An Introduction to Human Resource Management:**
Human Resource Management - An Introduction, Nature, Features, Scope, Objectives and importance of Human Resource Management, Functions of Human Resource Management - Managerial and Operative Functions; Qualification and Qualities of Human Resource Manager in an Organisation; Evolution and growth of Human Resource Management in India; Reasons for the growth of Human Resource Management in India; Future of Human Resource Management.
- Unit-2** **Recruitment: Selection, Training and Wages; Recruitment Concept, Source\ Methods and Techniques of manpower supply; Characteristics of a good recruitment policy and principles of recruitment. Selection: Concept and Procedure.**
Training: Concept, Need and Importance of Training. Methods of Training - On the Job and Off the Job Training. Methods and Principles of Training.
Wages: Meaning, Objectives and Theories of Wages; Methods of Wage Payment - Time Wage and Piece Wage methods; Concepts of Wage Fair, Minimum and Living Wages, Factors for determining wage structure of an organisation and essentials of satisfactory wage policy. Wage Incentives; Concept, Need and importance of incentives, special incentives - Profit Sharing and Co-partnership, essentials of ideal incentive system.
- Unit-3** **Trade Unions and Collective Bargaining: Trade Unions; Concept, Need, Functions and Objectives of trade-unions, Origin, Growth and development of trade-unions in India, Difficulties and Principal drawbacks of trade-union movement in India.**
Collective - Bargaining: Concept, Nature Scope and functions of Collective Bargaining in India. Essentials for the success of collective Bargaining in India.
- Unit-4** **Industrial Relations and Industrial Unrest: Industrial Relations: Concept, Importance and Objectives of industrial relations, Contents of Industrial relations, Participants of industrial relations, Requirement of a good industrial relation Programme.**
Industrial Unrest: Meaning, forms and Causes of industrial disputes, Impact of industrial dispute on the Economy, Preventive and curative methods and agencies for reconciliation of industrial disputes.
- Unit-5** **Worker's Participation: Morale and Productivity of employees: Worker's Participation in Management (W.P.M): Concept, Need, Objectives and Forms of W.P.M. Pre-requisites of effective participation, Evaluation of the scheme of W.P.M. Essential features, Functions and progress of Joint Management Councils in India, Causes of failure of Joint-Management Councils. Employee Morale and Productivity: Concept, Nature and significance of Morale, Determinants of morale, Measurement of morale; Concept and Significance of productivity; Measurement of productivity, Measure to improve productivity, Relationship of morale and productivity.**