**SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE**

**(AUTONOMOUS) COIMBATORE – 641 020**

**For candidate admitted from academic year 2013-14 onwards**

**Under New Choice Based Credit System (CBCS)**

**Programme : B.Com Co-operation Subject Code :** 13UCO6CT18

**Course Title : Core: 18 Semester : VI**

**Credits : 4 Hours / Week : 5**

**Year : Third Year**

**HUMAN RESOURCE MANAGEMENT**

**Learning Objectives:**

* To impart the knowledge the students on the Functions of HR / Personnel Department, Labour Welfare and Industrial Relations.

**Unit-I**

**Human Recourse Management:** Concept, Nature and Scope - Objectives- Functions of HRM- the Role of HR manager - Organisational Structure of HRM.

**Unit-II**

**Human Resource Planning:** Job Analysis- Job Description- Job Specification - Recruitment and Selection - Training and Development for Employees.

**Unit-III**

**Performance Appraisal:** Job Evaluation - Merit Rating - Promotion - Transfer and Demotion - Punishment.

**Unit- IV**

**Wage and Salary Administration:** Incentive System - Labour Welfare and Social Security - Safety, Health and Security - Retirement Benefits to Employees.

**Unit-V**

**Industrial Relation**: Trade Unionism - Grievance Handling - Collective Bargaining and Worker's Participation in Management - Stress Management.

**Books Recommended:**

1. Personnel Management and Industrial Relation - Tripathy
2. Personnel Management and Industrial Relation - Bhagoiwal
3. Personnel Management and Industrial Relation - Memoria.C.B
4. Human Resource Management - VSP. Rao
5. Human Resource Management - Prasad L.M.
6. Human Resource Management Principles and Practice - Aquinas.P.G.