

**PRASAD V. POTLURI**  
**SIDDHARTHA INSTITUTE OF TECHNOLOGY**  
(Autonomous)  
Kanuru, Vijayawada – 520 007  
(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)  
(Permanent affiliation to JNTUK, Kakinada)  
(Effective for students admitted into first year MBA in 2012-13)

**BA2T2- HUMAN RESOURCE MANAGEMENT**

- Unit 1- Introduction to Human Resources Management:** Definition and functions- Scope- Evolution of HRM- Principles-Policies, Strategies- HRM model- Qualities and role of HR manager- Human resource management in a changing environment.
- Unit 2- Human Resource Planning:** Objectives- process- factors affecting HR planning; Job design and job analysis – Objectives and methods of job analysis; Recruitment – Purpose- Factors influencing- Sources of recruitment; Selection – Significance, Process, Placement, Induction and socialization.
- Unit 3- Employee Training:** Significance- Methods- Training procedure- Evaluating effectiveness of training; Management development programmes - Concept- skills to be developed and evaluating its effectiveness; Performance appraisal - Objectives-Methods - Developing and administering an appraisal programme- Limitations to its effectiveness.
- Unit 4- Salary and Wage Administration:** Concept- Wage Structure- Wage and Salary Policies- Job evaluation methods and problems - Incentive payment systems - incentive mechanisms. Safety and welfare management
- Unit 5- Managing Industrial Relations:** Trade unions-Employee participation schemes-Collective bargaining- Managing knowledge work force -Grievances and disputes resolution mechanisms; Quality of Work Life (QWL) - HR audit - Process -HRIS - methods.

Relevant cases have to be discussed in each unit.

**Text Books**

1. Dessler, “Human Resource Management”, 10 th Edition, Pearson Education. New Delhi.
2. Monappa. A & Saiyaddin.M., “Personnel Management”, Tata McGrawHill, New Delhi.
3. Pattanyak, “Human Resource Management”, Prentice Hall of India, New Delhi.

**Reference Books**

1. Aswathappa.K, “Human Resource and Personnel Management”, 2 nd Edition, Tata McGraw Hill, New Delhi, 2001.
2. De Cenzo. & Stephen P.Robbins, “Personnel/ Human Resource Management”, Prentice Hall of India, New Delhi.
3. Edwin B.Flipppo, “Personnel Management”, McGrawHill, New Delhi
4. Rao V.S.P, “Human Resources Management”, Excel Books, New Delhi.
5. Singh.N.K, “Human Resources Management”, Excel Books, New Delhi.
6. Subba Rao P, “Human Resource Management and Industrial Relations”, Himalaya Publishing House, New Delhi.