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| **Name of the Programme** | **Master of Social Work** |
| **Semester** | **III** |
| **Course Code** | **SW-305 (B)** |
| **Nature of the course** | **DSE** |
| **Course Title** | **Human Resource Management** |
| **Credits** | **3** |
| **Marks** | **100** |

**Objectives**

* To develop an understanding of management and development of human resources and organisational behaviour
* To provide requisite legal base to address the issues related to human resources in organisations
* To develop appropriate skills and competencies in managing human resources

**Learning outcomes -**

By end of the paper, the student will be able to:

• Develop an understanding of the human resource systems in the organisations

• Understand the human behaviour in organisations

• Build knowledge of the applicable labour laws in the organisations

• Develop appropriate skills and competencies in managing and developing human resources

**Course Contents:**

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| **Unit** | **Name of the unit** | **Contents** | **L** | **T** | **P** | **Marks** |
| **1** | **Human resource management** | Concept and perspectives, Human Resource Planning, recruitment, selection and on boarding, Performance Management System, Compensation management, Employee retention. | 09 | 04 |  | 15 |
| **2** | **Developing Human Resources** | HRD as a concept, goals and approaches, Learning organisation- concepts, methods and practices, Employee engagement and diversity management, Decision making, Managing stress, Preparing job descriptions, Counselling, Interviews, Work life balance. | 09 | 04 |  | 15 |
| **3** | **Organisational Behaviour** | Organizational Behaviour: concept and theories, Organisation Culture, Leadership- traits, typology, and theories, Motivation: theories need and significance, methods and practice, Communication in work organisations, Teams and groups in organisations, Organisational reengineering and restructuring - case studies. | 09 | 04 |  | 18 |
| **4** | **Personnel Record and Audit** | Usefulness of records, types of information and records, essentials of an effective record system, Computerized human resource information system. Reports- types and uses. Personnel Audit- Areas, role and types of audit. | 09 | 04 | - | 10 |
| **TOTAL CONTACT HOURS** | | | 52 | | | 60 |

**Suggested Readings:**

1 Armstrong, M., Taylor, S. (2017). A handbook of human resource management practice

(14thed.). London: Kogan Page.

2 Daft, R. L. (2016). Organization: Theory and design (12thed.). Mason,Ohio,USA: Cengage Learning

3 Robbins, S. P., Judge, T. A., Millet, B., & Boyle, M. (2013). Organizational behavior,(7

th). Australia : Pearson

4 Mathis, R. L., Jackson, J. H., Valentine, S. R., &Maglich, P. A. (2016). Human resource

management, (15thed.). Boston, USA: Cengage Learning

5. Silvera, D. M. (1990). Human resource management: The Indian experience. New Delhi:

New India Publications.Department of Social Work, University of Delhi

6. Pareek, U., &Rao, T. V. (2003). Designing and managing H R systems (3rd

ed). New Delhi: Oxford & IBH Publishing.

7 Pareek, U. (2016). Understanding organisational behavior. New Delhi: OUP.

8. Mallick, P. L. (2002). Industrial law.Lucknow: Eastern Book Company

9. Verma, A., Kochan, A. T., & Lansbury, R. D. (1995). Employment relations in the

growing Asian economics. London: Routledge

10 Ramnarayan, S., &Rao, T. V. (2011). Organization development: Accelerating learning

and transformation. New Delhi: Sage Publications

11 Roychowdhury, A. (2018). Labour law reforms in India: All in the name of Jobs. New

York: Routledge

12 Bratton, J., & Gold, J. (2017). Human resource management, theory and practice.

London: Macmillan Press Ltd.

13 Bridger, E. (2015). Employee engagement. USA: Kogan Page.

14 Gordon, J. R. (2002). Organizational behaviour: A diagnostic approach (7thed.) New Jersey: Pearson Education.

15 Cohen, D. S. (2009). The talent edge: A behavioural approach to hiring, developing and

keeping top performers. New York: John Wiley.

16 Malhotra, O. P. (2015). The law of industrial disputes.1 & 2. New Delhi: Lexis Nexis .

17 Cameron, K. S., & Quinn, R. E. (2011). Diagnosing and changing organisational

culture. SFO, CA,USA: Jossey- Bass

18 Rao, T. V. (2014). HRD audit: Evaluating the human resource functions for business

improvement. New Delhi, India: Sage

19 Schein, E. H. (2017). Organisational culture and leadership. SFO, CA,USA: JosseyBass

20. Monappa, A., Nambudiri, R., &Selvaraj, P. (2012). Industrial relations and labour laws.

New Delhi: Tata McGraw