

Indian Institute of Technology Guwahati
Department of Humanities & Social Sciences

Course Title: **HS-305 : Human Resource Management**
(For B.Tech Third Year Students)

Instructor: Dr. Nachiketa Tripathi

Objective: The basic objective of this course is to help the students to acquire and develop decision making skills in relation to managing Human Resources of the organization.

Course Outline :

- **Human Resource Management:** Concept, definitions, objectives, and scope.
Traditional personnel management and modern HRM approaches.
- **Human Resource Planning:** Approaches, processes, and objectives.
- **Recruitment:** Concept, objectives, factors, sources, methods, and evaluations.
- **Selection:** Concept, objectives, and methods.
- **Orientation and Induction:** Concept, process of socializing the employees.
- **Employee Training:** Concept, factors, purpose, methods and development.
- **Performance Appraisal:** Purpose, objectives, approaches, methods, and MBO.
- **Internal mobility:** Concept of promotion, demotion, transfer, suspension, and concept of job enrichment and job enlargement.
- **Compensation and Reward System:** Concept, objectives, methods.

Books:

- Monnappa , A. & Saiyadain, M. (1998). *Personnel Management*. 2/e, TMH, New Delhi.
- Saiyadain, M.S. (2003). *Human Resource Management*. 3/e, TMH, New Delhi.
- Flippo, E.B. (1976). *Personnel Management*. MGH, NY.
- Cascio, W. (1998). *Managing Human Resource*, Fifth edition, McGraw-Hill
- Dessler, G. (2003). *Human Resource Management*. 9/e, Pearson Edu. (Singapore).
- Bernardin, H.J. & Russell, J.E.A (1998). *Human Resource Management: An Experiential Approach*, Second edition. McGraw-Hills.
- DeCenzo, D.A. & Robbins (1998). *Personnel/Human Resource Management*. PHI, New Delhi.

(Apart from above mentioned books, selected articles from journals and various case studies will be used in this course).