

Maulana Abul Kalam Azad University of Technology, West Bengal*(Formerly West Bengal University of Technology)***Syllabus for B. Tech in Electronics & Communication Engineering**

(Applicable from the academic session 2018-2019)

OE-EC506C	Human Resource Management	3L:0T:0P	3 credits
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UNIT-1-Human Resource Management :

Meaning & Definition, Functions, Scope & Objectives, Qualities of a HR Manager

UNIT-2-Human Resource Planning :

Meaning & Definition, Importance of HRP, HRP Process. Barriers of HRP, Factors of sound HRP. Recruitment – Meaning & Definition, Sources of Recruitment, Recruitment Process, Effective Recruitment.

Training & Performance Appraisal- Definition & Objective ,Areas of Training, Meaning & Definition of Performance Appraisal, process, Effective principles of performance Appraisal.

UNIT-3- Industrial Relations :

Concept & Meaning, Objective & Importance, Reasons of poor Industrial Relation. Industrial Disputes- Meaning & Definition, Causes of Industrial Dispute, Prevention of Industrial Dispute, Conditions for good Industrial Relation.

UNIT-4- Workers Participation in Management :

Meaning & Need, Forms of Participation, Scheme of participation ,Merits & Demerits. Collective Bargain- Meaning & Definition, Objective & Importance, Process of Collective Bargain, Effective Condition. Employee Discipline-Guidelines for action, Penalties & Punishment, Rewards of Discipline.

Text Book

1. Human Resource Management. P. Subba Rao, Himalaya Publishing House, 2012.
2. Human Resource Management. K. Aswathappa. Mc GRAW HILL Education, 2013.

Reference Book

1. Human Resource Development Management . A. M. Seikh S. Chand, 2003.
2. Human Resource Management . S.S.Khanka, S. Chand, 2014.

Course Outcome : At the end of the course the students will be able to :

1. know the professional and personal qualities of a HR manager.
2. learn different methods of selecting human resources through recruitment, training and performance appraisal system.
3. know how to develop a favourable working environment in an organisation through participation in management and maintain a good industrial relation for benefit of the society.
4. know about consequence of industrial dispute and employee indiscipline of an organization.