## SEMESTER III – HUMAN RESOURCE MANAGEMENT (HRM) SPECIALIZATION

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Objective: To familiarize the students with different laws governing business activities along with their objective, provisions and interpretations.

Unit – I The Indian Contracts Act 1872; Essentials of a valid contract, void agreements, performance of contract, breach and its remedies, quasi contracts


Unit – III The Negotiable Instruments Act 1881: Nature and type of negotiable instruments, Negotiation and assignment, Holder in due course, Dishonor and discharge of negotiable instrument

Unit – IV The Companies Act 1956: Nature and type of companies, formation, Memorandum and Article of Association, Winding up of companies


Suggested Readings:
Management of Industrial Relations

Objective: To acquaint students with the principles and practices of management of Industrial Relations and to teach them the importance of various aspects and issues related to it.

Unit - I  IR Perspectives: Industrial Relations Perspectives, Industrial Relations and the Emerging Socio-Economic Scenario, Industrial Relations and the State

Unit - II  Trade Union: Role and Future of Trade Unions, Trade Union and the Employee, Trade Union and the Management, Trade Union in MNC’s.

Unit - III  Grievance Handling: Discipline, conflicts, Dispute and the Grievance Management, Negotiation and Collective Settlements.

Unit - IV  Participative Management: Participative Management and Co-Ownership, Productive Bargaining.

Unit- V  Industrial Relations, Employees Empowerment and allied issues: Employee Empowerment and Quality Circles, Industrial Relations and Technological Change, Conciliation, arbitrations, adjudication and role of labor administration.

SUGGESTED READINGS:


MBA/3302/H  Human Relations & Legal Framework

Objective: To familiarize students with legal aspects and framework related to human relations at workplace.

Unit-I  Objectives & Importance of Labour Laws Socio-Economic Environment of Labour Laws.

Unit-II  Laws Relating to Industrial Disputes, Trade Unions, and Standing Orders, Laws Relating to Discharge, Misconduct, Domestic Enquiry and Disciplinary Action.


Unit-IV  The Law of Minimum Wages, Payment of Wages, Payment of Bonus.

Unit-V  The Laws Relating to Factories, Contract Labour.

SUGGESTED READINGS:

MBA/3303/H  

**Compensation Management**

**Objective:** To make the students well versed with the principles and practices of Compensating the Human Resource of an organization.

**Unit-I:** Compensation Management: Concept, Components and Theories, Compensation Package, Reward Management.

**Unit-II:** Diagnosis of compensation problem, Meaning and necessity of Benchmarking, commitments, internal & external equity in compensation system.

**Unit-III:** Compensation Packages: Tools in Designing, improving & implementing. Designing Compensations Packages for specific type of human resources

**Unit-IV:** Components of compensation: Fringe Benefits, Incentives, and Retirement Benefits.

**Unit-V:** Strategic Compensation System, compensation practices of public limited, institutional, corporate & public sector companies.

**Suggested Readings:**


2) Bergess, Lenard R. Wage and Salary Administration, London, Charles E-Merril, 1984


6) Micton, Rock, Handbook of Wage and Salary Administration. 1984
MBA/3304/H  Human Resource Development

Objective: To acquaint students with principles, objectives and practices of human resource development in 21st century.

Unit-I: HRD-Concept & Goals, Challenges, Climate, Practices in India, Learning and HRD

Unit-II: HRD System Design, Assessing HRD Needs, Designing and Implementing HRD Programs, Evaluating HRD Program, Staffing and HRD Function

Unit- III: HRD Strategies for Employee: Employee Socialization and Orientation, HRD Intervention


Unit-V: Counseling, Coaching, Mentoring and Performance Management, HRD & Organization Change, HRD & Diversity in work force, HRD Audit and Accounting.

SUGGESTED READINGS:

Management of Training and Development

Objective: To familiarize students with training needs, techniques and applications for overall development of employees.

Unit I: Training – a change agent, Training Environment, Pre Training module, Counseling for Training, Training Costs and Training Investment
Unit-II: Training Functions, Training Needs Assessment, Action Research, Organizational Objectives and Training
Unit-III: Learning Process, Training Climate, Development and Designing Training Modules
Unit-IV: Training Methods, Techniques & Pedagogy, Training aids & Tools, Facilities for Training
Unit-V: Training Feedback and Evaluation, Training Audit, Training as Continuous Process

SUGGESTED READINGS:

Objective: To familiarize the students with performance and its management and also to impart necessary skills regarding assessment, evaluation of employee in the organisation with learning of new concepts, trends in the field of performance management.

Unit I:

Unit II:
Principles and Models of Performance Management, Imperatives, Antecedents, determinants and elements of performance management. Challenges to performance management

Unit III:

Unit IV:

Unit V:

SUGGESTED READINGS: