

BASICS OF HUMAN RESOURCE MANAGEMENT

VALUE ADDED COURSE



Department of Academy for Professional Development

Human Resource Management

Human Resources



Introduction to Personnel management

Definitions and Functions of Personnel manager

Systems and objectives

Role of human relations and Qualities of a good personnel manager

Definitions difference between leader and a manager

Different approach of Leadership, job satisfaction, morale.

Communication

Process & directions

Steps in Control process, personnel audit and man power planning

Determination of Personnel need, recruitment and selection process.

Purposes of appraisal

Factors affecting appraisal, criteria for performance appraisal, methods.

Training education and development

Principles of learning,

Responsibility of training and Development

Need and objectives of training, types and methods of training, Evaluation of training and development.

Resistance to change

Job change plans

career planning

promotion, transfer, demotions and Separations

Primary compensation, nominal and real, wages, determination of wages, factors, incentives

Meaning, causes of indiscipline, types of discipline

Rules and causes of grievances, model Grievances procedure

Definitions of trade union

Nature and scope of trade union, functions Of trade union

collective bargaining

Industrial relations, Industrial disputes, Methods to Solve disputes

workers participations in management

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Nallamuthu Gounder Mahalingam College (Autonomous)

Pollachi

VALUE ADDED COURSE

“Knowledge of value added course will improve employability of the students”

Academy for Professional Development

Eligibility : Courses are open to all Streams

20APDV02 - BASICS OF HUMAN RESOURCE MANAGEMENT

Vision - The course helps the students to develop and expertise in a strategic approach to the recruitment, training, analysis, and every other intricacy of HR.

Mission - The students will gain exposure to design, process, and execute the recruitment and selection strategies in a global scenario.

Course Objective

- Prepare students to evolve mental models for personnel management
- Make students reflect and improve their leadership qualities
- To introduce the basic concepts of communication, procurement, control and audit
- To give inputs on talent management such as appraisal system, training and development
- To make students learn and practice the steps involved in job change, employee compensation and discipline

Course Outcomes (CO)

At the end of the course, students will be able to

- Remember the role of human capital and its management
- Understand the leadership competency and its importance in work place
- Apply communication, procurement systems, control and personnel audit process
- Analyze the reasons for training, grievances and job change

Syllabus

Unit 1

12 hrs

Introduction to Personnel management, Definitions, Functions of Personnel manager, Systems, objectives, role of human relations, qualities of a good personnel manager
Definitions difference between leader and a manager, different approach of Leadership, job satisfaction, morale. Communication – Process & directions, Steps in Control process, personnel audit. Man power planning, determination of Personnel need, recruitment and selection process.

Unit 2

06 hrs

Purposes of appraisal, factors affecting appraisal, criteria for performance appraisal, methods. Training education and development, principles of learning, responsibility of training and

Development, Need and objectives of training, types and methods of training, Evaluation of training and development.

Unit 3

12 hrs

Resistance to change, job change plans, career planning, promotion, transfer, demotions, Separations. Primary compensation, nominal and real, wages, determination of wages, factors, incentives. Meaning, causes of indiscipline, types of discipline, rules, causes of grievances, model Grievances procedure, definitions of trade union, Nature and scope of trade union, functions Of trade union, collective bargaining, Industrial relations, Industrial disputes, Methods to Solve disputes, workers participations in management.

TOTAL

30 hrs

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HOD

Principal

PRINCIPAL
N G M COLLEGE, POLLACHI



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Affiliated to Bharathiar University, Coimbatore, Pollachi, Tamilnadu,

VALUE ADDED COURSE

Certificate of Completion

This is to certify that A.M.ASMITHA, (20 CC 26), Department of B.Com (CA),
Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, has successfully completed
Value Added Course entitled **“BASICS OF HUMAN RESOURCE MANAGEMENT”** during
the Academic Year 2020-21

HOD

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Certificate of Completion

This is to certify that DHANUSIYA T, (20 CC 27), Department of B.Com (CA),
Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, has successfully completed
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Certificate of Completion

This is to certify that GAYATHRI S., (20 CC 28), Department of B.Com (CA),
Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, has successfully completed
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Certificate of Completion

This is to certify that INDHUMATHI S., (20 CC 29), Department of B.Com (CA),
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This is to certify that V.JAYAMITHRA, (20 CC 31), Department of B.Com (CA),
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This is to certify that JAYASHREE U., (20 CC 32), Department of B.Com (CA),
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This is to certify that I.KANIMOZHI, (20 CC 33), Department of B.Com (CA),
Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, has successfully completed
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This is to certify that MAHALAKSHMI K., (20 CC 37), Department of B.Com
(CA), Nallamuthu Gounder Mahalingam College (Autonomous), Pollachi, has successfully
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This is to certify that PAVITHRA J., (20 CC 41), Department of B.Com (CA),
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This is to certify that PAVITHRA K., (20 CC 42), Department of B.Com (CA),
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