

IL BBA- 207 Human Resource Management

Unit 1 HR Accounting, Records, Audit

- 1.1. Definitions – HR Accounting Aims& Objectives
- 1.2 Need for HR Accounting
- 1.3 Current Practices
- 1.4 Ethical Issues in HRM
 - 1.4.1 In Employment
 - 1.4.2 In Development
 - 1.4.3 In wage and salary admin

1.5 Human Resource Research

- 1.5.1 Meaning
- 1.5.2 Objectives
- 1.5.3 Need
- 1.5.4 Process

Unit 2. Contemporary issues in HRM

- 2.1 Employers Brand
- 2.2 Competency Mapping
- 2.3 Business Process Outsourcing: HR Issues
- 2.4 HR Balance Scorecard
- 2.5 Dual Career Groups
- 2.6 Knowledge Management
- 2.7 Virtual Organisation and HRM
- 2.8 Learning Organizations
- 2.9 Emotional Intelligence
- 2.10 Talent Management
- 2.11 Work-Life Balance
- 2.12 Whistle-Blowing Policy
- 2.13 HR Six Sigma Process

Unit 3.1 Performance Appraisal:

- 3.1.1 Meaning & Definition
- 3.1.2 Who will appraise?
- 3.1.3 Methods
- 3.1.4 Problems

3.2 Remuneration & Job Evaluation:

3.2.1. Over view of Job Evaluation: Meaning & Definition, Methods/Techniques

3.2.2 Meaning & Definition of Remuneration

3.2.3 Types of Rewards

3.2.4 Terminologies & Concept of Rewards

3.2.5 Mechanism of Employee remuneration

3.2.6 Fringe Benefits & Incentive Payments, Fringe benefits objectives &Types

3.2.7 Non-Monetary rewards

Unit 4.1 Industrial Relations & Trade Unions: Industrial Relations:

4.1.1 Meaning

4.1.2 Three actors of IR

4.1.3 Objectives of IR

4.1.4 Overview of Industrial Dispute &Grievance

4.2 Trade Unions:

4.2.1 Meaning

4.2.2 Functions

4.2.3 Objectives

4.2.4 Trade union's act, 1926

SUGGESTED READING

1. Essentials of Human Resource Management & Industrial Relations; P. Subba Rao; Himalaya Publishing House 3rdEdition.
2. Human Resource and personal management – Text and cases;
3. K. Aswathapa; Tata McGraw Hill; 4thedition.
4. Personnel Management and Industrial Relations; N.G. Nair and Latha Nair;S. Chand; 1st edition reprinted in 2004.