

**UNIVERSITY OF KERALA**  
**Open Course in ECONOMICS**  
**for the 5<sup>th</sup> semester students of CBCSS First Degree Programmes in subjects**  
**other than BA Economics**

**SYLLABUS**

Semester: **5**                                      Type of course: **Open Course**  
Course Code: **EC1551**                              Course Name: **HUMAN RESOURCE MANAGEMENT**  
Instruction Hours/Week: **3**                              Number of credits: **2**

**MODULE I - Nature and Scope of HRM**

Meaning and Definition - Difference between Personnel Management and Human Resources Management - Objectives, Scope and Functions of Human Resources Management - Role of Human Resource in Strategic Management.

**MODULE II - HR Planning, Recruitment and Training**

Definition of HR Planning - Need and importance - Method of recruitment - Recruitment practices in India - Selection – Placement - Concepts of training - Steps in training programme - Methods of training - Types of training.

**MODULE III - Measures of Controlling Human Resources**

Promotion - Transfer - Demotion - Separation - Employee discipline - Procedures of disciplinary action - Industrial relation and collective bargaining in India.

**REFERENCES:**

1. Barotia G R (1999), Human Resource Management, Mangal Deep Publications, Jaipur.
2. Duderja V D (2000), H R M and Development in New Millennium, Commonwealth Publishers, New Delhi.
3. Mamoria C B (1980), Personnel Management, Ainalaye Publishers, Mumbai.
4. Michel U P (2001), Human Resources Management and Human Relations, Himalaya Publishing House, Mumbai.
5. Tripathi P C (2004), Human Resources Development, Sultan Chand & Sons, New Delhi.
6. Wendel C French (1997), Human Resource Development, All India Publishers, Chennai.

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*PS: This is only a copy of the syllabus of the course, published by the University and is primarily intended to provide an easy reference to the students of the course. As the University is the final authority, as far as the syllabus of a course is concerned, the students are advised to verify that the University has not made subsequent changes in the syllabus of the course.*