

MANGALORE UNIVERSITY
Department of Social Work

Master of Social Work (MSW)

III SEMESTER-(SPECIALISATION-III)-(HRM)

Paper SWS 507: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Objectives:

- Develop an understanding about human resource development policies and practices for organization effectiveness.
- Develop skills of professionals in performance management and employee training
- Knowledge of human resource management in relation to and its intervention strategies.
- Develop knowledge of various certifications and Quality Management systems in productivity.

Course Content:

UNIT-I

Human Resource Management: Meaning, Concept, definition, objectives and scope. Human Resource Department and its functions. Manpower Planning: meaning, definitions, objectives, benefits and process. Job analysis: need, process and methods. Job description: characteristics, contents and steps. Job specification

UNIT-II

Functions of Human Resource Management: Recruitment: meaning, objectives, methods, sources and process. Selection: meaning, methods and process. Placement: meaning and process. Induction: meaning and process. Promotion: meaning, objectives, principles and bases. Transfer: meaning, objectives, principles and bases. Separation: Retirement (VRS), Superannuation & Resignation. Exit interview. Terminal benefits

UNIT-III

Wage and Salary Administration: Meaning, concept, types (Minimum Fair and Living) and methods (Piece and Time rate) of Wage payments. Factors influencing in Wage determination and components of wage. Job evaluation programme. Financial and nonfinancial incentives

UNIT-IV

Human Resource Development: Concept, meaning, definition; Performance appraisal meaning, purpose, methods and tools; training- meaning, objectives, types, methods and procedure (SWOT); management techniques- 5S, Kaizen, six sigma; ISO standards- procedure for certification

UNIT-V

Employees engagement programmes: job enrichment, job enlargement, job rotation;

employees motivation and morale, employees job satisfaction; organizational culture and climate; International human resource management- concept, definition and importance.

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