



**UNIVERSITY OF RAJASTHAN
JAIPUR**

SYLLABUS

Faculty of Commerce

Master of Human Resource Management

Semester Scheme

Ist Semester Exam. December 2016

[Signature]
By. Registrar (Acad.)
University of Rajasthan
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M. H. R. M.

1. **Eligibility:** Bachelor degree in any discipline recognized by this University with at least 45% marks in the aggregate.
2. **Scheme of Examination:** There will be five questions in all. The candidate will be required to attempt all the questions selecting one question from each unit with an internal choice (either/ or).
3. **Semester Structure:** The details of the courses with code, title and the credits assigned are given below.

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First Semester

S. No.	Subject Code	Course Title	Credit	Contact Hours Per Week	
				L	T
Compulsory Papers				L	T
1	HRM 101	THEORY AND PRACTICE OF MANAGEMENT	6	4	2
2	HRM 102	HUMAN RESOURCE MANAGEMENT	6	4	2
3	HRM 103	INDUSTRIAL RELATIONS AND SOCIAL SECURITY	6	4	2
Elective Papers (Any Three)				L	T
1	HRM 104	LABOUR ECONOMICS AND LABOUR WELFARE	6	4	2
2	HRM 105	LABOUR LAWS	6	4	2
3	HRM 106	MANAGEMENT THINKERS	6	4	2
4	HRM 107	MODERN BUSINESS COMMUNICATION	6	4	2

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MHRM 101: THEORY AND PRACTICE OF MANAGEMENT

Unit-1

Nature and Importance of Management, Process of Management, Managerial Roles, Functions of Management, Skills of an Effective Manager.

Unit -II

Planning, Managerial Decision Making, MBO, Departmentalization, Leadership Styles, Power and Distribution of Authority.

Unit -III

Leadership styles, Group Behavior and Team Building, Effective Communication System, Designing Control System.

Unit -IV

Motivation Concepts, Management of Change, Conflict Management, Management of Stress, Time Management.

Unit -V

Global Environment of Management, Ethics in Management, Corporate Social Responsibility.

Books Recommended

1. Prasad , L. M. : Principles and Practice of Management, Sultan Chand & Sons.
2. Vashisth, Neeru : Principles of Management, Taxman Publications Pvt. Ltd.
3. Tripathi and Reddy : Principles of Management, Tata- McGraw Hill.
4. Sudha , G. S. : Principles of Management, Ramesh Book Depot.

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MHRM 102: HUMAN RESOURCE MANAGEMENT

Unit- I

Introduction: Concept, Objectives, Scope and Importance of Human Resource Management, Human Resource Environment in India, Organisation of Human Resource Department.

Unit- II

Job Analysis and Job Design: Human Resource Planning, Job Analysis, Job Description and Specifications.

Unit- III

Recruitment and Selection: Factors affecting Recruitment, Sources of Recruitment (Internal and External), Selection Process, Psychological tests for selection, Requirement of a good test for selection.

Unit- IV

Performance Appraisal: Concept and Objectives, Traditional and Modern Methods, Limitations.

Unit- V

Compensation Management, Job Evaluation, Base Compensation and Supplementary Compensation.

Books Recommended

1. Dessler, Garry: Human Resource Management, Prentice Hall of India.
2. Gupta, C.B. : Human Resource Management, Sultan and Sons.
3. Chhabra, T.N. : Human Resource Management, Dhanpat Rai and Co. Pvt. Ltd.
4. Filppo, Edwin B. : Principles of Personnel Management, Tata Mc Graw Hill.
5. Dwivedi, R.S. : Managing Human Resources: Personnel Management in Indian Enterprises, Galgotia Publishing Co.
6. Subba Rao, P. : Personnel & Human Resource Management, Himalaya Publishing House.
7. Aswathappa, K. : Human Resource and Personnel Management, Tata Mc Graw Hill.

MHRM 103: INDUSTRIAL RELATIONS AND SOCIAL SECURITY

Unit- I

Industrial Relation: Concept, nature, importance, changing pattern of industrial relations in India.

Unit- II

Industrial Dispute: Meaning, causes, forms, effects, prevention and settlement machinery, Industrial peace.

Unit- III

Association of Employer and Employee Associations: Features, role, functioning, problems, suggestions. Study of Chamber of Commerce, ASSOCHAM.

Unit- IV

Collective Bargaining: Meaning, nature, scope, process, pre-requisites for success, Workers Participation in Management.

Unit- V

Social Security: Need and importance, scope, Social Assistance and Social Insurance Related Laws: Workmen Compensation Act, 1923, Employee State Insurance Act. 1948.

Books Recommended

1. Kumar, Bipin : Industrial Relations: Legal Theory and Practice, PHI Publications.
2. Venkataratnam, C.S. : Industrial Relations, Oxford University Press.
3. Sen, Ratna, Industrial Relations: Text and Cases, Mcmillan India Pvt. Ltd.
4. George, Pylee : Industrial Relations and Personnel Management, Vikas Publishing House.
5. Mamoria, C. B. and Mamoria, Satish : Labour Welfare, Social Security, and Industrial Peace in India, Kitab Mahal.
6. Chatterjee, N. N. : Industrial Relations in India's Developing Economy, Allied Book Agency.
7. Sinhã, P. R. N. : Industrial Relations, Trade Unions, and Labour Legislation, Pearson Education.
8. Bhagoliwal, T. N. : Industrial Relations, Sahitya Bhawan.

MHRM 104: Labour Economics and Labour Welfare

Unit- I

Indian Labour: Characteristics and Socio- economic background, Sources of Labour Supply, Labour problems: Migration, Absenteeism, Labour turnover, Indebtedness and Housing.

Unit- II

Industrialization: Concept, Effect, Industrial efficiency, Factors affecting efficiency.

Unit- III

Labour Administration in India- Centre and State, I.L.O. : Establishment, Objectives, principles, functions.

Unit- IV

Labour Welfare: Principles, objectives, scope, Labour Welfare Officer: Appointment, role, functions.

Unit- V

Agencies of Labour welfare in India, Major welfare plans in India.

Books Recommended

1. Srivastava, S.C. : Social Security and Labour Laws, Eastern Book Co.
2. Sharma, A.K. : Labour Economics, Anmol Publications Pvt. Ltd.
3. Joshi, M.V. : Labour Economics and Labour Problems, Atlantic Publisher & Distribution Pvt. Ltd.
4. Reddy, R.J. : Economics of Labour, APH Publishing Corporation.
5. Singh, S.D. : Labour Economics, Centrum Press.

MHRM 105: LABOUR LAWS

Unit- I

Indian Trade Union Act, 1926

Industrial Employment (Standing Order) Act, 1946

Unit- II

Payment of Wages Act, 1936

Minimum Wages Act, 1948

Unit- III

Factories Act, 1948

Unit- IV

Industrial Dispute Act, 1965

Unit- V

Maternity Benefit Act, 1961

Payment of Bonus Act, 1965

Books Recommended

1. Kapoor, N.D. : Industrial Laws
2. Mishra, S. N. : Industrial Laws
3. Padhi, P.K. : Labour and Industrial Laws, PHI Learning Pvt. Ltd.
4. Selvanaj, Nambudiri and Monappa : Industrial Relations and Labour Laws, Tata McGraw Hill.
5. Singh and Kaur : Introduction to Labour and Industrial Law.
6. Srivastava, S.C. : Industrial Relations and Labour Laws, Vikas Publications.

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MHRM 106; MANAGEMENT THINKERS

Unit- I

Spirituality and Management- Concept of Spirituality, Indian Ethos and Values, Role of Values in Management, Western Values vis a vis Indian Values, Applications of Yoga in Management- Personality Development, Meditation and Management of stress.

Unit- II

Indian Epics and Management- Dimensions of Vedic Management, Bhagwad Gita, Ramayan, Kautilaya's Arthshastra.

Unit- III

Indian Thinkers- Swami Vivekanand, Mahatama Gandhi, S.K. Chakraborty, C.K. Prahlad.

Unit- IV

Western Thinkers I- F.W. Taylor, Henri Fayol, Elton Mayo, Herbert Simon.

Unit- V

Western Thinkers II- Peter F. Drucker, William G. Ouchi, Tom Peters, Gary Hamel.

Books Recommended

1. Chakraborty, S.K. and Bhattacharya, Pradip: Human Values, New Age International (P) Limited Publishers.
2. Saneev, Rinku and Khanna, Parul: Ethics and Values in Business Management, Ane Books Pvt. Ltd.
3. Khanna, S. : Vedic Management, Taxman Publications (P) Ltd.
4. Bhawad Gita as Viewed by Swami Vivekananda: Vedanta Press & Bookshop.
5. Rajgopalachari, C. : Ramayan, Bhartiya Vidya Bhawan.

MHRM 107: MODERN BUSINESS COMMUNICATION

Unit I

Business Communication: Definition, Types, Principles of Effective Communication, Barriers and Remedies to Communication.

Unit II

Business Letter: Layout, Kinds of Business letters- Interview, Communication and Technology, video Conferencing, Fax, E-mail, Multi-media presentations, Web2.0 and Communication, Linked in, Facebook and Whatsapp.

Unit III

Public Speaking, Seminar Presentation, Interview, Group Discussion, Effective Listening.

Unit IV

Report Writing, Agenda, Minutes of Meeting, Memorandum, Office Order, Circular, Notes.

Unit V

Business Etiquettes and Manners: Shake hand, Dress sense, Dining Etiquettes, Introducing a guest, E-mail Etiquettes, Work place Etiquettes, Telephone Etiquettes.

Books Recommended

1. Rai , Urmila and Rai ,S.M.: Business Communication, Himalaya Publishing House.
2. Thomas, Jane, Murphy, Herta and Hilderbrandt, Herbert: Effective Business Communication, Tata Mc Graw-Hill.
3. Madhukar , R.K.: Business Communication, Vikas Publishing.
4. Kaul , Asha: Effective Business Communication, PHI Learning Pvt. Ltd.
5. Chatterjee , Abha, Bovee , Courtland L. and Thill , John V.: Business Communication Today, Pearson Education.
6. Rao , Nageshwar and Das , Rajendra P.: Communication Skills, Himalaya Publishing House.
7. Bhatia,R.C. Business Communication, Anita Books Pvt. Ltd.