# **Department of Social Work**

## **Master of Social Work (MSW)**

**IIISEMESTER-(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.
- Developskillsofprofessionalsinperformancemanagementandemployeestraining
- 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.

#### **References:**

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Hill, Tokyo

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