## SWS 509 HUMAN RESOURCE MANAGEMENT AND OCCUPATIONAL SOCIAL WORK

### PROGRAMME OUTCOME

**Course specific Objectives:**

- Develop skills of professionals in performance management and employees training
- Knowledge of human resource management in relation to and its intervention strategies.
- Develop knowledge of various certifications and Quality Management systems in productivity
- To understand the concept of human resource management and occupational social work
- To gain knowledge on social work orientation on corporate culture, particularly as it relates to social issues in the workplace.

**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

**Occupational social work:** Meaning, scope and nature – Employee Assistance Programmes: evolution, nature, scope, philosophy, models, services, current trends and scope in India – role of social workers in the workplace.

### UNIT-V

**Emerging Issues and Concerns related to Occupational Social work:** Concerns of construction workers, agricultural workers, child workers; Unionisation of workers- historical overview, legislations, alliances and network for organising the unorganised Specific issues and concerns of women employees, persons with disability and employees on contract basis.

**Reference:**

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Akabas, S.H. (1995). Occupational social work. In R. Edwards (Ed.), Encyclopedia of Social Work, 19th edition, Silver Spring, MD: NASW.

Aswathappa, K. (2010). Human Resource Management – Text and Cases. Tata McGraw Hill, New Delhi.

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Ivancevich, John.M. (2007). Human Resource Management (10e). Tata McGraw Hill, New Delhi.

Rao, V.S.P. (2005). Human Resource Management – Text and Cases (2e). Excel Books, New Delhi.