

Name of Specialization: Human Resource Management

No. of Question: 50 (Objective Type)

Duration: 1 Hr. 30 Min

Maximum Marks: 50

FOUNDATIONS OF MANAGEMENT: Management Definition, Evolution of Management, Fundamentals of Planning, Organizing, Staffing, Directing, Leadership, Controlling.

BUSINESS MATHEMATICS AND STATISTICS: Matrices and Determinants, Linear Programming, Role of statistics, Regression, Time series forecasting, Index Numbers, Probability and Probability Distributions, Decision Theory

COMPUTER APPLICATIONS IN MANAGEMENT: Basic Concepts of Computers, Essential Components of computer, Software, Computer networks and Internet, MS-Office, Microsoft Excel, Microsoft PowerPoint, MS Access, MS Project, E-commerce, Applications of Information Technology.

COMMUNICATION FOR MANAGEMENT: Introduction, Employment Communication, Oral Communication, Written Communication, Business Letters and Reports, Case Method of Learning, Presentation Skills, Group Communication.

RESEARCH METHODS IN MANAGEMENT: Introduction, Process of Research, Collection of Data, Quantitative data analysis, Report Preparation.

MANAGEMENT INFORMATION SYSTEM: Introduction, Role of MIS, Developing MIS Systems, Applications.

HUMAN RESOURCE MANAGEMENT: Human Resources Management, Human Resources Development in India, Strategic Human Resource Management, Human Resources planning, Job Analysis, Recruitment, Selection, Training and Development, Performance Appraisal, Discipline and Grievance Procedures, Industrial Relations.

TRAINING AND DEVELOPMENT: Introduction to Training & Development, Performance Appraisal & Training, Training Process, Trainer & Training Institutions, Evaluation of Training

STRATEGIC HUMAN RESOURCE MANAGEMENT: Understanding Strategic HRM, Aligning HR systems with business strategy HR Strategy in work force utilization, Strategies for performance and development, Evaluating HR Function, HR Score card.

LEADERSHIP SKILLS AND CHANGE MANAGEMENT: The nature and importance of leadership Traits, Motives, and characteristics of leaders, Effective leadership behavior and attitudes, Leadership styles, developing teamwork, Leadership development, succession and the future, understanding change, Types of change, Implementing change.

HUMAN RESOURCE PLANNING: Introduction, HR planning and corporate strategies, Job analysis, HR Forecasting, Career planning and succession management.

EMPLOYMENT LAWS: Trade Unions Act, 1926, Industrial Employment (Standing Orders) Act, 1946, Industrial Disputes Act, 1947, The Payment of Bonus Act, 1965, Employees Provident Funds (and Misc. Provisions) Act, 1952, Workman's Compensation Act, 1923, Employee's State Insurance Act, 1948, Minimum Wages Act, 1948, Payment of Wages Act, 1936, The Contract Labor Regulation and Abolition Act, Factories Act, 1948, Shops & Establishment Act.

PERFORMANCE MANAGEMENT & RETENTION STRATEGIES: Performance Appraisal, Behavioral Performance Management, Potential Appraisal & HRD, Performance Planning & Measuring Performance, Competency Analysis and Competency Mapping.