

HUMAN RESOURCE - SYLLABUS

- i. **Management - Concept and Functions**
Planning, Organizing, Directing, Controlling and Co-ordination, Communication, Span of Control, Line & Staff, Delegation of Authority and Powers.
- ii. **Organizational Behaviour**
Behavioural Experiments, Group Dynamics, Motivation, Morale and Job Satisfaction, Perception, Johari Window, Leadership.
- iii. **Human Resource Management**
Manpower Planning: Job Evaluation, Job Description, Job Specification.
Staffing: Induction, Recruitment, Career Planning, Succession Planning.
Compensation Management: Wages & Salary Administration, Productivity Linked Incentive Schemes.
Employee Engagement: Rewards & Recognition, Employee Satisfaction Survey, Grievance Handling.
- iv. **Human Resource Development**
Training & Development: Identification of Training Needs, Evaluation of Training, Assessment Centre & Development Centre, Quality of Work life, Talent Management, Performance Management, Performance Appraisal, Balance Score Card, Competency Development.
- v. **Organizational Development:**
Change Management, Knowledge Management.
- vi. **Industrial Relations:**
Trade Unions, Collective Bargaining, Workers Participation in Management, ILO, Disciplinary Action, Procedure Principles of Natural Justice.
- vii. **Constitution of India**
Fundamental Rights including Writs, Directive Principles of State Policy.
- viii. **Laws of Social Security**
Payment of Gratuity Act, 1972, Employee's Compensation Act, 1923, Employee's Provident Funds and Miscellaneous Provisions Act, 1952, Payment of Bonus Act, 1965, Employee's State Insurance Act, 1948 (ESIA).
- ix. **Labour Acts on Welfare, Safety & Health**
The Factories Act, 1948, The Mines Act, 1952, The Contract Labour (Regulation & Abolition) Act, 1970, Maternity Benefit Act, Prevention of Sexual Harassment Act.
- x. **Laws of Industrial Relations**
The Trade Unions Act, 1926, The Industrial Employment (Standing Orders) Act, 1946, Industrial Disputes Act, 1947.
- xi. **Role of Technology in HR - Information and Communication Technology, Artificial Intelligence, Block Chain**