

# **Syllabus for Certificate Program in**

## **Human Resource Management**

### **Unit I**

Human Resource Management: its concept and significance in Indian Industry. Recruitment & Selection. Training & Development (only methods). Understanding Strategic HRM. Leadership styles. Competency Analysis

### **Unit II**

Workman's Compensation Act, 1923

Industrial Disputes Act, 1947

### **Practical Training & Project:**

A student pursuing this certificate course will be undergoing practical training in the related field for 2 weeks. At the end of the training the student will submit a project report of 50 pages of any related topic to the subject.

### **Reference Books:**

1. Prasad, L.M., Human Resource Development, Sultan Chand & Sons
2. Aswathappa, K., Human Resource Management: Text and Cases , Tata McGraw Hill
3. Pattanayak, B, Human Resource Management, Prentice Hall India
4. Dessler , G., Varkkey , B., Human Resource Management, Pearson
5. Flippo, Edwin B, Personnel Management, McGraw Hill, Tokyo
6. Bhatia S.,K., Human Resource Management : A Competitive Advantage-Concepts, Strategies and Challenges, Deep and Deep Publication Pvt Ltd
7. Rao, P.,S., (2007) Personnel and Human Resource Management, Himalayan Publishing House
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