

Special Paper II
Human Resource Integration Management

Semester V	✓	Subject Code: BB51706C	Lectures: 60
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Objectives:

The syllabus aims in equipping students with,

- To familiarize the students with the concept of Human Relations
- To impart knowledge to students of various tools and techniques for Maintaining and Retaining Human Resources
- To make the students aware of the Moral and Ethical aspects in Integrating Human Resources

Unit 1: Introduction to Human Relations	06
<ul style="list-style-type: none"> • Meaning of Human Relation • Importance of Human Relation • Approaches of Human Relation • Criticism of Human Relations • Main Components of Human Relation • Problems in Human Relations • Techniques in Human Relations • Principles in Human Relations 	

Unit 2 : Maintenance and Retention of Human Resources	10
<ul style="list-style-type: none"> • A-Job Change – Transfer., Promotion and Separation <ul style="list-style-type: none"> ➤ Purpose of Job Change ➤ Concept of Transfer ➤ Need and Objective of Transfer ➤ Concept of Promotion ➤ Criteria for Promotion ➤ Demotion ➤ Employee Separation and Employee Retention ➤ Exit Interviews and Stay Interviews • Absenteeism and Labour Turnover <ul style="list-style-type: none"> ➤ Concept of Absenteeism ➤ Causes of Absenteeism ➤ Effects of Absenteeism ➤ Concept of Labour Turnover 	



<ul style="list-style-type: none"> ➤ Causes of Labour Turnover ➤ Effects of Labour Turnover 	
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Unit 3: Maintaining and Retention of Human Resources	10
<ul style="list-style-type: none"> • B- Employee Health and Safety <ul style="list-style-type: none"> ➤ Significance of Occupational Health ➤ Working Condition Effecting Health ➤ Employee Safety ➤ Significance of Industrial Safety • Employee Welfare <ul style="list-style-type: none"> ➤ Meaning of Employee Welfare ➤ Significance of Employee Welfare ➤ Employee Engagement 	

Unit 4: Maintaining and Retention of Human Resources	12
<ul style="list-style-type: none"> • C- Social Security <ul style="list-style-type: none"> ➤ Concept of Social Security ➤ Scope of Social Security ➤ Social Security in India • Work Environment <ul style="list-style-type: none"> ➤ Elements of Work Environment ➤ Meaning Fatigue, Monotony, Boredom ➤ Causes & Remedies of Fatigue • Discipline & Grievance <ul style="list-style-type: none"> ➤ Nature of Discipline, Types, Causes of Indiscipline ➤ Principles and Procedure for Disciplinary Action ➤ Meaning of Grievance, Causes, Machinery of Redressal of Grievances ➤ Grievances Redressal in Indian Industry 	

Unit 5 : Integrating Human Resources	10
<ul style="list-style-type: none"> • Morale <ul style="list-style-type: none"> ➤ Meaning of Morale ➤ Importance of Morale 	



<ul style="list-style-type: none">➤ Factors Influencing of Morale, Impact of Morale on Productivity• Quality of Work Life<ul style="list-style-type: none">➤ Concept of QWL, Dimensions, Principles of QWL➤ Work Life Balance• Management of Stress Burnout<ul style="list-style-type: none">➤ Concept of Stress, Causes of Stress, Coping with Stress➤ Indian Methods of Stress Management➤ Concept of Burnout, Causes of Burnout, Coping with Burnout	
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***Contact hours – 12 hours**

Recommended Text Book:

1. *Human Resource Management* – Text & Cases by C B Gupta – 17th edition

Reference Books:

- 1 V S P Rao, *Human Resource Management*, Excel Books
2. P. Subba Rao, *Personnel & Human Resource Management*, Himalaya Publishing House
3. Ashwathappa, *Human Resource Management*, McGraw-Hill
4. Gary Dessler, *Fundamentals of Human Resource Management*, Pearson Education; First edition (2010) *Pearson College-2*
5. Teresa Torres, . *E-Human Resources Management: Managing knowledge people* ,Mario Arias, Oliva
6. Charlis R. Greer ,*Strategic Human Resource Management A general Managerial Approach* ; second edition. *Pearson College-2*

