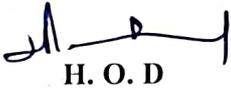


ANDHRA CHRISTIAN COLLEGE :: GUNTUR
(Day, Evening & P.G.)
NOTICE

Date : 15-09-2021

All the 1st, 2nd and 3rd year B. A. Students are hereby informed to submit their names for the certified course on "HUMAN RESOURCE MANAGEMENT" for the academic year 2021 -2022 to the H. O. D Department of Political Science, Guntur on or before 15-09-2021. The Course will commence from 30-09-2021 and the duration of the course in 30days.



H. O. D

Department of Political Science

J. PAUL SUNIL

MA M.Phil., BEd.B.L

Head of The Dept of Political Science

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GUNTUR - 522 001, A.P.



PRINCIPAL

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Andhra Christian College
(Day/Even./P.G)
GUNTUR

- 1) The Co-ordinator, IQAC, Andhra Christian College, Guntur.
- 2) The Office Manager, Andhra Christian College, Guntur.

ANDHRA CHRISTIAN COLLEGE :: GUNTUR, ANDHRA PRADESH
Department of Political Science
Certificate Course HUMAN RESOURCE MANAGEMENT

AIMS :

1. Develop Employee Skill:

*HRM aims to enhance employee's skills and competencies through training and development programs. This helps employees perform their current roles effectively and prepares them for future positions.

2. Improve Employee Performance:

*Through performance management systems, HRM seeks to optimize employee performance by setting clear objectives, providing regular feedback, and offering incentives for high performance

3. Manage Employee Relations:

*HRM aims to maintain good relationships between employees and management. This includes addressing grievances, resolving conflicts, and ensuring fair treatment.

4. Support Strategic Goals:

*HRM aligns its practices with the strategic goals of the organization. This means understanding the long-term objectives of the company and implementing HR strategies that support those goals.

5. Promote Employees Well-being:

*HRM aims to support employees' well-being by providing health and wellness programs, work-life balance initiatives, and a safe and healthy work environment.

OBJECTIVES:

Organizational Objectives:

HRM has to prepare human resources to accomplish organizational goals. HRM to achieve the organizational objectives like to earn profit, growth, expansion, survival, diversification etc. via the HR functions namely planning, recruiting, selecting, placement, induct, train and develop the human resources and to arrange for performance appraisal of the employees. HRM serves other functional areas, so as to help them to attain efficiency in their operations and benefit the organization.

Functional Objectives:

HRM performs many functions for other departments directly or indirectly. HR to develop HRMS to maintain healthy working relationships among all the employees and to adopt sound, desirable organization structure. HR to oversee whether the functions are performed in time or not. Create opportunities and facilities for individual or group developments according to the growth and development of the organization. Develop human assets continuously through the training and development programmes.

Social Objectives:

HRM should follow the rules and laws or legal restrictions imposed by society. It has to develop and maintain healthy relations between union and management. It is the responsibility of Human Resources to ensure that legal, ethical, and social environmental issues are suitably dealt with.

Contribute to minimization of socio-economic evils such as unemployment problems, in equal distribution of income and wealth, more employment opportunities for women etc. Aim in creating healthy work relations in the organization and to work towards corporate social responsibility (CSR) involving employees to contribute to the cause.

Personal Objectives:

HR has to assist employees in achieving their personal goals, such as higher wages and salaries, jobs satisfaction, better working conditions, standard working hours, promotion, motivation, welfare facilities, prestige, recognition, status, social security leading to employee satisfaction. Strive to provide healthy hygienic motivate the employees and keep their morals high. Every HR should convert the organization into an engaged workplace by bringing together both engaged employees and engaged employers. Employees' engagement ideas encourage employees to gain confidence in the organization.

SYLLUBUS :

S. No.	Topic	Hours
1	Importance of Human Resource Management – Meaning, Nature and scope, Functions and Role of HR Manager – Advisory and service function to other department HRM function planning objectives and policies, organizing the HRM Department.	6
2	Job Analysis, Job description, Job specification, recruitment, selection, placement and induction and socialization.	6
3	Significance and importance of Training, Designing of a Training Program, Methods of Training, Evaluation of Training effectiveness. Executive Development: Concept, Techniques, Employee Training Vs. Executive Development.	6
4.	Significance and Importance of Training, Designing of a Training Program, Methods of Training, Evaluation of Training effectiveness. Executive Development: Concept, Techniques, Employee Training Vs. Executive Development.	6
5	Definition of Industrial Relation, Objectives of Industrial Relations, Industrial Disputes, grievance Redressal Procedure, Collective bargaining. Process of Collective bargaining, types of Collective bargaining.	6

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D. 11/2

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