

Syllabus for Human Resources Management Bachelor's

Section 1: Subject Knowledge

Please Note: A Total of 40 Questions will be asked, combining the following topics, with the difficulty level commensurate to a Bachelor's Candidate.

Unit I: Communication for Managers

Communication, Meaning and Significance for Management, Types of Communication, Process of Communication, Media, Barriers and Gateways in Communication, Principles of Effective Communication, Correspondence, Norms for Business Letters.

Unit II: Principle of Human Resource Management

Human Resource Management, Recruitment and Selection and Training.

Unit III: Human Rights

Definition of Human Rights, International Human Rights, Human Rights Declarations and Amnesty International, Contemporary Issues on Human Rights.

Unit IV: Industrial Relations and Labour Welfare

Evolution of Personnel Management as a separate function in India - Role of Personnel Management in a typical organisation sets up a personnel department, Manpower planning, Recruitment, Selection, Methods of Selection.

Unit V: Labour Legislation

Introduction to Labour Legislation, Philosophy of Labour Laws, Labour Laws: Concept, Origin, Objectives and Classification, International Labour Organisation, International Labour Organization and Indian Labour Legislations, Indian Constitution and Labour Legislations. Industrial Relations Laws, Trade Unions Act, 1928.

Unit VI: HR Information System

Introduction, Data and Information needs for HR Manager, Data Management for HRIS.

Unit VII: Human Aspects of Productivity

Introduction, Concepts, Approaches to and Measurement of Personnel Productivity, Techniques and Tools, Personnel Policies and Procedures and the utility of Technology to ensure efficiency to the organization.

Unit VIII: Strategic HRM

Significance of HRD, Practices: SHRD fundamentals, SHRD initiatives, working conditions & family welfare, HR Dept/function. Training PA, Job Enrichment, Portfolio-related strategic responses and Strategic HRD system.

Unit IX: Organizational Development

Introduction to Organizational Development, Understanding Organizations, O.D. Interventions, Theories of O.D., The Impact of O.D. and Organizational Development and Change.

Section 2: Fundamental Skills

Please Note: A Total of 28 Questions will be asked, combining the following topics, with the difficulty level commensurate to a bachelor's Candidate.

1. Microsoft Office
2. Data Analysis
3. Case Study Analysis
4. Critical Reasoning and Comprehension

Section 3: Specific Skill Proficiency

This section has more than 30 skills. You can select the ones you are proficient in from the enrollment form. You can choose a maximum of 2 skills. Each skill contains 10 questions.