

**SYLLABUS FOR COMPUTER BASED TEST (CBT) FOR EXECUTIVE (HUMAN RESOURCES MANAGEMENT)**

Sl No	Sub Topic	Detail Description
1	<b>Principles and Practices of Management</b>	Development Of Management Thought, Contributions of Taylor, Fayol, Mayo, Mary Parker Follett And C.I. Barnard. Behavioural Approach, Systems Approach, Behavioural Approach, Systems Approach, Quantitative Approach and Contingency Approach.
2	<b>Function of Management</b>	Planning And Decision Making, Organizing, Staffing, Directing, Controlling, And Coordinating.
3	<b>Human Resource Management</b>	Conceptual Framework, Human Resource Planning, Job Analysis, Recruitment, Selection, Placement, Induction, Training And Development, Performance Management, Job Evaluation, Compensation Management, Employee Benefits And Incentives, Managing Career.
4	<b>New Trends in HRM</b>	Changing Environment Of HRM And Contemporary Challenges, Emerging HRM Concepts.
5	<b>Human Resource Development (HRD)</b>	Concepts, Assumptions, Values, HRD Mechanisms, Action - Research Model, HRD Culture And Climate, HRD Interventions, HR Accounting And Audit, Consultant - Client Relationship, Knowledge Management, Human Resource Information System..
6	<b>International Human Resource Management (IHRM)</b>	Organizational Context Of IHRM, IHRM And Sustainable Business, Functions Of IHRM, Cross - Cultural Studies, Cultural Diversity, Transnational Organizations, IHRM Models.
7	<b>Organizational Behaviour</b>	Concept, Scope, Nature Of Human Behavior, Personality, Perception, Learning, Attitude, Motivation, Interpersonal Behavior, Group Dynamics, Leadership, Communication, Power And Authority, Stress, organizational Change And Development.
8	<b>Industrial Relations</b>	Concept, Scope, Evolution, Approaches, Actors And Models, Conflict And Cooperation, Bi-Partitism, Tri-Partitism, Collective Bargaining, Workers' Participation In Management, Grievance Handling And Disciplinary Action, Code Of Conduct, Industrial Relations In Changing Scenario, Employers' Organizations.



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9	<b>Trade Unions</b>	Concepts, Evolution, Problems Of Trade Unions In India, Recognition, The Trade Unions Act, 1926. Emerging Role Of Trade Unions In India.
10	<b>Industrial Disputes</b>	Factors, Forms, Trends, Prevention And Settlement, Role Of State And Central Labour Administration, Strikes And Lockouts. The Industrial Employment (Standing Orders) Act, 1946. The Industrial Disputes Act, 1947.
11	<b>Labour Legislation</b>	Objectives, Principles, Classification And Evolution. International Labour Organization, Social Justice And Labour Legislation, Indian Constitution And Labour Laws. <ul style="list-style-type: none"> <li>• The Factories Act, 1948.</li> <li>• The Mines Act, 1952.</li> <li>• The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979.</li> <li>• The Contract Labour (Regulation &amp; Abolition) Act, 1970.</li> <li>• The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.</li> <li>• The Child Labour (Prohibition and Regulation) Act, 1986.</li> </ul>
12	<b>Wages</b>	Concept, Types, Factors Influencing Wages, Wage Theories And Wage Differentials <ul style="list-style-type: none"> <li>• The Minimum Wages Act, 1948.</li> <li>• The Payment of Wages Act, 1936.</li> <li>• The Payment of Bonus Act, 1965.</li> <li>• The Equal Remuneration Act, 1976.</li> <li>• The Payment of Gratuity Act, 1972.</li> <li>• The Employees' Provident Fund and Miscellaneous Provisions Act, 1952.</li> </ul>
13	<b>Labour Welfare</b>	Concept, Scope, Types, Theories And Principles, Industrial Health And Hygiene, Industrial Accidents And Safety, Occupational Diseases
14	<b>Social Security</b>	Concept And Scope, Social Assistance And Social Assurance.
15	<b>Labour Market</b>	Features, Demand And Supply of Labour, Nature And Composition of Indian Labour Force, Unemployment And Underemployment, Types of Labour Market, Characteristics.