



**GUJARAT TECHNOLOGICAL UNIVERSITY**

**Post Graduate Diploma in Hospital Management**

**Semester: 1**

**Branch: Post Graduate Diploma in Hospital Management**

**Subject Name: Human Resource Management**

**Subject Code: 1517703**

**Rationale:**

**Course Scheme:**

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
3	0	0	3	50	0	0	50	100

**Course Content:**

Unit No.	Content	No. of Hours	Weightage (%)
1	<p><b>Introduction and Function of Human Resource Management,</b></p> <p>The Managerial Perspective, Objectives of Personnel Department – Human Resource Department, Position of the Personnel Department, Organization of Personnel Department, Line – Staff Relationship,</p> <p>Manpower Planning &amp; Development</p> <p>Job Analysis, Job Description &amp; Job Specification for Hospital Staff</p>	8	10
2	<p>Recruitment ,Selection ,Orientation, Manpower Developing &amp; Training, Duty Roaster of Various Category of Staff, Wage Administration, Salary Administration, Employee Benefit &amp; Social Security, Development of Staff</p> <p>In Services Training, On Job Training, Higher Courses, Specialized Training</p>	8	15
3	<p><b>Career Planning</b></p> <ul style="list-style-type: none"> <li>• Promotion Policies</li> <li>• Vertical &amp; Horizontal Transfers</li> <li>• Employee Turnover</li> </ul> <p>Performance Appraisals, Techniques &amp; Practices</p>	7	10
4	<p><b>Discipline</b></p> <p>- Punctuality, Dress Code, Identification, Behaviours of Staff, Disciplinary Action, Law of Natural Justice, Departmental Enquiry</p>	7	15



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	Industrial Relations, Union and their Rules, Settlement of Disputes Act, Collective Bargaining, Conflict Management, Labour Law, Other all Hospital HR Laws		
		<b>Total Hours/Marks:</b>	<b>30 50</b>

**Suggested Student Activities for PA: (50 Marks)**

Group Discussion, Presentation, Class Exercise, Small Project, Case Study

**Suggested Learning Resources:**

S. No.	Title of Book	Author	Publication with place, year and ISBN
1	Garry Dessler	Human Resource Management	Prentice Hall India.
2	K.Aswhappa	Human Resource Management	Tata McGraw Hill.
3	By Khan	Human Resource Management	
4	Rustom S. Davar	Personnel Management & Industrial Relations	Vikas Publishing House