



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai - 400020.

CIN NO: L23201MH1952GOI008858

SYLLABUS FOR HUMAN RESOURCES

Principles and Practices of Management: Development of management Thought, Contributions of Taylor, Fayol, Mayo, Mary Parker Follett and C.I. Barnard. Behavioural Approach, Systems Approach, Quantitative Approach and Contingency Approach.

Function of Management: Planning and Decision Making, Organising, Staffing, Directing, Controlling, Coordinating.

Human Resource Management: Conceptual framework, Human Resource Planning, Job Analysis, Talent Acquisition (Recruitment), Selection, Placement, Induction, Learning and Development (Training and Development), Performance Management, Job Evaluation, Reward management (Compensation Management), Employee Benefits and Incentives, Managing Career,

New Trends in HRM: Changing environment of HRM and contemporary challenges, Emerging HRM Concepts. HR as Business Partner, Emerging technology in HR, Digitalisation in HR, HR Analytics, Sustainability, Business Ethics and Corporate Governance, Mental Health and Wellbeing at Work, Employee Engagement, Strategic Adaptive Learning and Career Resilience, Entrepreneurship and HR for Startups and the Gig Economy, HRM and IR in Service Organisations, Diversity, Equity, Inclusion and Belongingness, HR Consulting, Managing Millennials and Multigenerational Workforce, Strategic HR,

Human Resource Development (HRD): 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, Research and Statistics for HR, Design Thinking, Competency Frameworks, Assessment and Development Centre

International Human Resource Management (IHRM): Organisational context of IHRM, IHRM and Sustainable Business, Functions of IHRM, Cross – Cultural Studies, Cultural Diversity, Transnational Organisations, IHRM models.

Organisational Behaviour: Concept, Scope, Nature of human behavior, Personality, Perception, Learning, Attitude, Motivation, Interpersonal Behaviour, Group Dynamics, Leadership, Communication, Power and Authority, Stress, Organisational Change and Development, Organisational Theory and Design, Individual in an organisation, Group in Organisation, Organizational Power and Politics, Emotional Intelligence, Psychometric Assessments,

Industrial Relations: 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' organisations, Basic Industrial Psychology,

Trade Unions: Concepts, Evolution, Problems of trade unions in India, Recognition, Emerging role of trade unions in India.

Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts.

Labour Codes: Code on Wages 2019, Industrial Relations Code 2020, Social Security Code 2020, and Occupational Safety, Health and Working Conditions Code 2020

Labour Welfare:

Concept, Scope, Types, Theories and Principles, Industrial Health and Hygiene, Industrial Accidents and safety, Occupational Diseases

Social Security: Concept and Scope, Social Assistance and Social assurance.

Labour Market:

Labour Economics, Features, Demand and Supply of Labour, Nature and Composition of Indian Labour Force, Unemployment and Underemployment, Types of Labour Market, Characteristics of Indian Labour Market, New Dynamics of Labour Market in India, Economic Systems and Labor Market, Problems of Labour in India.

NOTE: The syllabus/topics mentioned are indicative in nature. Candidates are expected to possess significant knowledge/proficiency pertaining to the relevant subjects and their qualifying degree.