

**DETAILED SYLLABUS FOR THE POST OF PERSONNEL MANAGER IN
KERALA STATE CO-OPERATIVE COIR MARKETING
FEDERATION LIMITED**

(Cat. No. 061/2021, 62/2021)

Total Marks: 100

Module I: INTRODUCTION TO HRM [10 marks]

1. Introduction to HRM: Definition, Scope, Objectives and Nature of HRM
2. Functions of HRM: Managerial and Operative functions
3. Approaches to HRM: Mechanical, Paternalistic, and Systems approaches
4. Types of Structure of HR Department: Functional, Clientele, and Services based
5. Skills, Competencies and Qualities of a good HR Manager
6. Linking HRM to Corporate strategy

Module II: TALENT ACQUISITION /TALENT RESOURCING [15 marks]

1. Job Analysis, Job description, and job specifications
2. Human Resource Planning process and techniques
3. Recruitment process and sources
4. Selection process and techniques
5. New Employee onboarding

Module III: LEARNING AND DEVELOPMENT [15 marks]

1. Theories of learning
2. Training need analysis(TNA)
3. Training and Development process and methods
4. Methods of evaluation of training effectiveness.

Module IV: REWARDS MANAGEMENT [15 marks]

1. Major theories of motivation
2. Salary and Wage Administration: Factors influencing salary and wages, Theories of wages, Legal frameworks on wages, and Process of development of a pay system
3. Employee benefits and incentives
4. Performance Appraisal process and methods
5. Employee career management

Module V: EMPLOYEE RELATIONS AND WELFARE [10 marks]

1. Industrial Relations: Meaning, approaches, scope and functions
2. Collective bargaining process and strategies
3. Employee Grievance Handling procedure
4. Employee Discipline and disciplinary procedures
5. Employee safety, health and welfare measures

Module VI: HR INFORMATION SYSTEM/IT FOR HR MANAGERS [10 marks]

1. Meaning and model of HRIS
2. Subsystems or modules of HRIS
3. Importance and Benefits of HRIS
4. Procedure for computerization of HR department
5. System design
6. Programming languages, Algorithms and flow charting.
7. Branching and looping algorithms
8. E-payment system including e-commerce and m-commerce.

Module VII: FINANCCIAL INTELLIGENCE/MANAGEMENT ACCOUNTING FOR HR MANAGERS [5 marks]

1. Understanding the income statements, balance sheet, and cash flow statements
2. Financial ratios
3. Resource allocation
4. Return on investment on HR
5. HR Budgeting

Module VIII: ECONOMICS FOR MANAGERS [5 marks]

1. Concept of rational decision making
2. Cost and production analysis
3. Demand and supply forecasting analysis
4. Opportunity cost and marginal cost
5. Macro environmental factors

Module IX: HR METRICS AND ANALYTICS [10 marks]

1. Meaning HR Metrics and Analytics
2. Difference between metrics and analytics
3. Importance of metrics and analytics
4. HR data
5. Various HR Metrics
6. HR Dashboard
7. Ethics in HR metrics and analytics

Module X: NEW TRENDS IN HRM [5 marks]

1. Workforce diversity and inclusion
2. Knowledge Management
3. Workplace automation
4. Work from Home(WfH)
5. Gig Workers
6. New Labour Codes

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.