

- a) Voluntary Retirement Scheme
- b) Effects of excess manpower
- c) Exit policy as given by Govt. Of India
- d) Procedure for VRS
- e) Challenges in implementing VRS
- f) Merits & Demerits of VRS
- g) Case Study of any two Indian Companies

Chapter 5: HR Records, Audit, Research & Information Systems 10%

- a) HR records – importance, essentials, purpose & principles
- b) HR Audit - objectives, need, areas of audit; audit report
- c) HR Research – characteristics, objectives, need, approaches, process
- d) HRIS - Need, advantages, uses, design, computerization, limitations

Note: About 15-20 percentage of total paper should be allocated to case study or application based questions.

Reference Books

- 1) Human Resource Management by C. B. Gupta
- 2) Human Resource Management by Dr. S.S. Khankha
- 3) Human Resource & Personnel Management by K. Ashwathappa
- 4) Human Resource Management by Biswajeet Pattanayak
- 5) Essentials of Human Resource Management and Industrial Relations by P. Subba Rao
- 6) Industrial Relations by Arun Monappa
- 7) Industrial Relations By Mamoria