

# Human Resource Management



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**Unit-1 Introduction to Human Resource Management(HRM):-** Meaning, objectives, importance, functions, challenges. Qualifications and qualities of HR Manager. Personnel Management Vs.Human Resource Management, HRM and HRD, Traditional Vs. Strategic Human Resource Management.

### **Unit-2**

**Talent Acquisition and Compensation:-** HRP- Objectives and Process, Job Analysis- Uses and Process job description and job specification, Recruitment- sources of recruitment, Selection- Selection Process. Socialization and Induction of new employees. Compensation Management- Meaning, Components, Factors affecting wages and salary, Fringe benefits.

### **Unit-3**

**Development and Appraising the Employees:-** Training- Meaning, importance and process. Career Planning:- Meaning, use of career planning, Mobility of employees:- Internal and External, Succession Management . Performance Appraisal – Meaning, importance and process

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### **Unit-4**

**HR in new era :- HR in Virtual organisation,** HR in knowledge industry, HR Accounting and Auditing, HRIS, Flexi time, Dual career, Glass ceiling of employees. Moonlighting of employees, International HRM and Cross Culture. (only conceptual knowledge) Emerging concepts like Employee Engagement & Employer Branding.

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