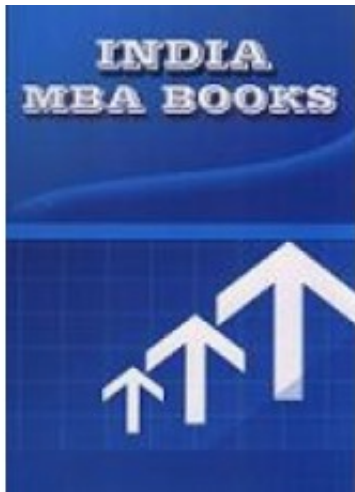


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Objective : To develop an understanding of Management of Human Resources with references

to various aspects of personnel Management.

Module I : Human Resource Management : Concept, functions, importance and role, HRM model.

Module II: Human Resource Planning : Need, Nature, Importance, process, Factors affecting

HRP, Requisites of HRP and Barriers to HRP.

Module III : Orientation : Meaning & Definition, Orientation, Programme, Procedure, Problems of

Orientation

Module IV: Placement : Introduction, Meaning & Definition, Process, Problems, Principles

Module V : Job design, Job Analysis, Job Description, Job Specification, Job Enlargement, Job

Enrichment and Job Rotation.

Module VI: Recruitment : Nature, Purpose, Sources, Importance, Process, Types and factors

affecting. Selection : Characteristics, Stages in selection process and Induction.

Module VII : Training : Need, objectives and benefits of Training. Training Phases, Training

Methods : Lecture, case, role playing, Business game, Apprenticeship, Syndicate.

Module VIII : DEVELOPMENT : Introduction, Meaning & Definition, concepts, methods,

Management development

Module IX: PROMOTIONS, TRANSFER AND SEPARATION : Purposes and Principles

of promotion, Bases and types for promotion, Transfer :- Reasons, Principles, Types, Separation

Module X : Performance Appraisal : Objectives, importance and methods of Performance Appraisal, Discipline, Morale and Productivity.

Module XI: TRADE UNION : Trade Union :-Nature of Trade Union, Why do, employee join

trade union?, Consequences of trade union, Trade Union Movement in India,

Hurdles in Trade unionism in India

Module XII : COMPENSATION OF HUMAN RESOURCE : Job Evaluation, Wage and Salary Administration, Concept, Scope, Types of Wage, Systems of Wage Payment

Module XIII : INDUSTRIAL RELATIONS : Industrial relations :- Importance, Approaches, Parties

and IR Strategy

Module XIV : DISPUTE AND RESOLUTION : Nature of Disputes, Causes of Disputes, Settlement of Disputes

Module XV: HRM in 21st CENTURY : New Trends and Challenges to HRM, Globalization and HRM, International HRM, Comparison of HRM and IHRM, Factors affecting IHRM, HRM Functions in MNCs, Problems of IHRM Research.

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