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HUMAN RESOURCE MANAGEMENT

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UNIT -II

Human Resource Planning - Definitions, Objectives and Process - Managing the forecasted Demand/Supply - Growing importance of Human Resource Planning.
Job Analysis and Job Design - concepts, process and methods of job Analysis - Job Description-Job Specification - Uses and Issues in Job Analysis

UNIT -III

Human Resource Management: An overview-Recruitment-Selection-Interviews - Placement-Socialization process of new employees-Employee Welfare Measures - Employee Career Management.

UNIT -IV

Employee Grievance and Grievance Handling-Disciplinary Action-Quality of Work Life-Employee Absenteeism-Employee Retention Strategies-Trade Unions.

UNIT -V

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