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Course Contents/Syllabus:

Weightage (%)

Module I Introduction to HRM 20%

Introduction, Concept and Functions, Evolution (PM vs. HRM), Scope and Significance of Human

Resource Management, Role and Responsibilities of the Human Resource Manager and essentials of

Sound HR Policies.

Module II Acquisition of Human Resources 20%

Objectives, Policies and Process of Human Resource Planning, Job Analysis, Recruitment (process,

methods: internal, external), Selection (process, tests, interviews), Induction, Placement.

Module III Development of Human Resources 20%

Training and Development (process, methods: On-the job, Off-the job), Evaluation of training and

Performance Appraisal (concept, significance, process, methods- traditional and modern

Module IV Maintenance of Human Resources 20%

Job Evaluation: concept, process, Compensation: concept, components, Designing and Administering

the Wage and Salary Structure, Grievance Procedure and Handling, Discipline, Attrition and Retention

Module V Current Issues in HRM 20%

Increased concern for HRM (Sound IR, work life balance, International Human Resource Management-, Strategic Human Resource Management, Talent management, Employee engagement,

Competency mapping, HR accounting-, HRIS, HR audit, , CSR

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