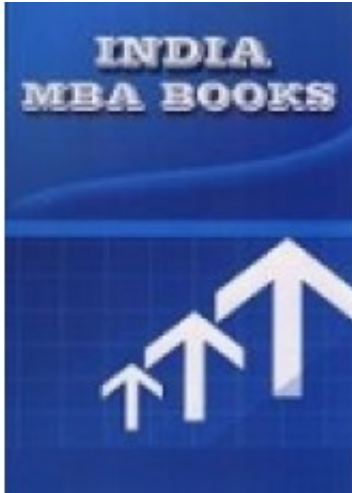


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Unit-I: Introduction (Lectures-10)

- Concept, Nature, Scope, Objectives and Importance of HRM
- Evolution of HRM
- HRM Policies, Challenges of HRM
- Personnel Management vs HRM
- Traditional HRM vs Strategic HRM
- New Trends in HRM

Unit-II: Human Resource Planning

- Job Analysis: Job Description and Job Specification
- Job Design, Job Simplification, Job Rotation, Job Enlargement, Job Enrichment
- Recruitment: Sources and Process
- Selection Process: Tests and Interviews
- Placement and Induction
- Job Changes: Transfers, Promotions/Demotions, Separations

Unit-III: Training and Development

- Concept and Importance of Training
- Types of Training
- Methods of Training
- Design of Training Programme
- Evaluation of Training Effectiveness
- Executive Development: Process and Techniques
- Career Planning and Development
- Performance and Potential Appraisal: Concept and Objectives, Traditional and

Modern methods, limitations of performance appraisal methods, Introduction to Performance Management, 360 degree Appraisal, MBO

Unit-IV: Compensation and Maintenance

a. Compensation:

- i. Job Evaluation: Concept, Process and Significance;
- ii. Components of Employee Remuneration: Base and Supplementary

b. Maintenance:

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