

HUMAN RESOURCE MANAGEMENT



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HUMAN RESOURCE MANAGEMENT

Unit - I: Human Resource Management: Nature and significance, functions of HRM, Qualities and Role of HR Manager, HRM Model, HRM in a changing Environment. Job design and Analysis – Objectives and methods of job analysis.

Unit - II: Human Resource Planning: Objectives, process, factors affecting HR planning. Recruitment – purpose, factors influencing, sources of recruitment. Selection – significance, process, placement, induction and socialization.

Unit - III: Employee Training: Significance, methods, training procedure, evaluating effectiveness of training. Management Development Programmes – Concept, skills to be developed and evaluating its effectiveness. Performance appraisal – Objectives, methods, developing and administering an Appraisal programme, limitations to its effectiveness.

Unit -IV: Job Evaluation – Significance, methods and problems. Career Planning and Development: Concept, need, process. Counseling – Significance and key elements. Disciplinary procedure and Grievance procedure.

Unit - V: Quality of Work Life (QWL) – Meaning, conditions, specific issues in QWL, strategies for improvement of QWL. HR research – HR information system – Employee Benefits and Services.