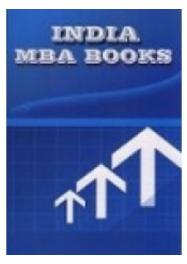
# Human Resource Management



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## **Human Resource Management**

Unit-I: Introduction (Lectures-10)

- a. Concept, Nature, Scope, Objectives and Importance of HRM
- b. Evolution of HRM
- c. HRM Policies, Challenges of HRM
- d. Personnel Management vs HRM
- e. Traditional HRM vs Strategic HRM
- f. New Trends in HRM

Unit-II: Human Resource Planning

- a. Job Analysis: Job Description and Job Specification
- b. Job Design, Job Simplification, Job Rotation, Job Enlargement, Job Enrichment
- c. Recruitment: Sources and Process
- d. Selection Process: Tests and Interviews
- e. Placement and Induction
- f. Job Changes: Transfers, Promotions/Demotions, Separations

Unit-III: Training and Development

- a. Concept and Importance of Training
- b. Types of Training
- c. Methods of Training
- d. Design of Training Programme
- e. Evaluation of Training Effectiveness
- f. Executive Development: Process and Techniques
- g. Career Planning and Development
- h. 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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