

HUMAN RESOURCE MANAGEMENT



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3.4 HUMAN RESOURCE MANAGEMENT

OBJECTIVE

The objective is to familiarize the students with concepts and principles of Human Resource Management.

Unit 1: HUMAN RESOURCE MANAGEMENT 10 Hrs

Introduction – Meaning of HRM – Objectives of HRM – Importance of HRM – Functions and Process of

HRM – HR Manager - Duties and Responsibilities – Recent trends in HRM.

Unit 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION 14 Hrs

Meaning – Importance of Human Resource Planning – Benefits of Human Resource Planning. Recruitment

– Meaning – Methods of Recruitment. Selection – Meaning – Steps in Selection Process – Problems

Involved in Placement.

Unit 3: INDUCTION AND TRAINING 08Hrs

Meaning, objective and purpose of Induction: Training- Need for training, benefits of training,

identification of training needs and methods of training.

Unit 4: PERFORMANCE APPRAISAL AND COMPENSATION 10Hrs

Introduction – Meaning and Definition – Objectives – Methods of Performance Appraisal – Uses and

Limitations of Performance Appraisal. Compensation – Meaning of Compensation – Objectives of

Compensation.

Unit 5: PROMOTION AND TRANSFERS 08Hrs

Meaning and Definition of Promotion - Purpose of promotion, basis of promotion, Meaning of transfer,

reasons for transfer, types of transfer, right sizing of work force, need for right sizing.

Unit 6: HUMAN RESOURCE DEVELOPMENT 06Hrs

Meaning of HRD, Role of training in HRD, Knowledge Management, Knowledge Resources, Impact of

Globalization on Human Resource Management, Problems in relation to Transnational and Multinationals

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