

HUMAN RESOURCE MANAGEMENT



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CORE COURSE –VI – HUMAN RESOURCE MANAGEMENT

Unit I

Nature and scope of HRM. History of Personnel / Human Resource Management - Evolution of the concept of HRM, Growth in India - Functions of personnel / Human Resource Management. Job Analysis – Job Description. Job Specification. Human Resource Planning. Recruitment, Selection and Induction.

Unit II

Training and Executive Development - Methods / Techniques. Performance Appraisal – Proces & Methods. Problems with performance Appraisal. Essential Characteristics of an Effective Appraisal System, Potential Appraisal System, performance Appraisal Practice in India. Overview of Wage and Salary Administration.

Unit III

Industrial Relations: Concepts - Employee grievances and Discipline. Collective Bargaining, Trade Union. Workers' Participation and Empowerment - Industrial Disputes.

Unit IV

Job stress, Counselling and Mentoring, personnel Records, Audit and Research - Human Resource Accounting and information system.

Unit V

International HRM : Pressures of Globalisation. Cultural differences, Economic factors, Recruitment policy, Selection criteria, Training & Development, International Compensation, Repatriation .

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