

# HUMAN RESOURCE MANAGEMENT



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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.

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