

SYLLABUS

UNIT - I

Human Resource Management: Introduction, Meaning and Definitions, Brief history, Nature, Functions, Importance and Limitations of HRM. Challenges faced by Modern HR Managers.

Human Resource Planning; Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR planning, Types, Benefits, Problems in HR planning and Suggestions for making HR Planning Effective, Succession planning.

Job Analysis and Job Design, Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design-Meaning, Objectives and Techniques of Job Design.

Recruitment And Selection Meaning and Definitions, Importance and Purpose, Process, Factors Affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in recruitment. Selection: Meaning and definition, procedure, selection Process.

Placement and Induction: Meaning, Principles and Problems in Placement. Induction: Meaning, Objectives, Contents, Elements, Procedure and problems in Induction.

UNIT - II

Training : Concepts, Importance, Identification of Training Needs. Types of Training: On, the, job and Off, the, job methods of training. Designing and Evaluation of Training Programmes.

Executive Development: Meaning, difference between training and development, Methods and Principles of Executive Development,

Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to make it effective. Ethical Issues in Performance Appraisal. Potential Appraisal

Internal Mobility and Transfers: Promotions, demotions and other forms of Separations- Definitions, Purpose, and Basis. Transfer: Definition, Purpose, Types and Transfer Policy

Compensation Management: Concept, policies and Administration, Methods of Wage payments and incentive plans, Fringe Benefits.