

HUMAN RESOURCE MANAGEMENT

Module I:

Concept scope and objectives of HRM. Relationship between HRM and HRD. The challenges for HRM – Environmental, organizational and Individual. Role and functions of HR managers in the changing business scenario.

Human Resources Planning – overview, Recruitment – concept, objectives, legal framework regulating recruitment in India, Selection – Objectives and methods, Test and interviews, Induction and orientation, validity and reliability of Tests and interviews.

Module II:

Career Planning – concept, objectives. Different stages of career and its implications, Methods of career planning and development, Promotion – types and process, Transfer – types. Separations including lay off and retrenchment.

Performance Management – concept and objectives. Performance Appraisal – concept objectives and methods – management by objectives (MBO), Assessment centre, 360 degree feedback. Appraisal errors. Competency mapping – concept, objectives and the process.

Module III:

Compensation Management – objectives and principles. wage & salary. Wage concept – minimum wage, Fair wage, living wage. nominal wage and real wage. Components of wages, methods of wage determination, job evaluation – methods wage differentials and its functions.

Training and Development – Training need Assessment, Types of Training Programs – on the job and off the job training programs, Evaluation of effectiveness of training programs.

Books Recommended

1. Personnel & HRM – P. subha Rao, Himalaya Publishing House.
2. HRM - Text and cases – Aswathappa, THM
3. Managing Human Resources – Gomez, Belkin & Cardy, PHI.
HRM – Snell, Bohlander, Vohra – Cengage Publication