

IMB 503
Human Resource Management-I

Module-I Introduction to HRM:

Meaning ,Objectives, Significance, Nature and Scope of HRM, Evolution and development of HRM, Functions of HRM,, Personnel Management vs Human Resource Management.

Module-II Human Resource Planning:

Meaning, Importance, Factors affecting HRP, Process of HRP, Requisites for successful HRP. Barriers of HRP,HRP at different Levels. Formulating HR Plans.

Job Analysis: Definition, Objectives, Process of Job Analysis. Methods of collecting data for Job Analysis. Job Design-Meaning, Approaches and Process, Job Analysis, Job Description and Job Specification.

Module-III Recruitment and Selection

Meaning, Sources, Methods of Recruitment, Constraints of recruitment, New Approaches of Recruitment: Employer Branding and E-Recruitment.

Selection- Introduction, Selection Procedure, Factors affecting selection decisions, Essentials of Selection Procedure. Tests, Concept and Types of Tests conducted for selection.

Recommended Books:

- 1.Human Resource Management, VSP Rao, Excel Books.
- 2.Essentials of HRM and Industrial Relations, P.Subba Rao, HPH
- 3.Human Resource Management, Khanka, S.Chand
- 4.Human Resource Management, P.Durai, Pearson.