

OBJECTIVE: To familiarize the students with the processes and mechanism of managing human resources.

COURSE:

MODULE-I: NATURE AND SCOPE OF HRM:

Introduction to HRM – Meaning – Definition – Scope of HRM – Nature of HRM – Importance of HRM – Functions of HRM - Objectives of HRM – Limitations of HRM – Careers in HRM. (Case Study)

MODULE-II: HUMAN RESOURCE PLANNING:

Meaning – Definition – HRP Planning, Objectives – Functions of HRP – Need for HRP – Benefits of HRP – Limitations of HRP. **JOB ANALYSIS** : Meaning – Definition – Use of Job Analysis – Job description, Definition, Contents – Job specification, Definition, Contents – Job Description Vs Job Specification – Job design, definition, objectives. (Case Study)

MODULE-III: RECRUITMENT AND SELECTION: Meaning – Definition – Sources of Recruitment – Process of Recruitment – Selection – Process of Selection – Placement, Definition, Importance – Induction, Objectives, Procedure (Case study)

MODULE-IV: TRAINING AND DEVELOPMENT: Definition – Concept of Training and development – Need and importance of training – Methods of training – Executive Development, Importance, Process. (Case study)

MODULE-V: EMPLOYEE COMPENSATION: Factors affecting compensation-job evaluation-components of wage-monetary and non monetary incentives – fringe benefits. compensation for different categories :executive, Managerial, Non –Managerial

REFERENCE BOOKS:

1. Human Resource Management : C.B.Gupta
2. Human Resource Management : K.Aswathappa
3. Human Resource Management : P. Subba Rao
4. Personnel management – Mamoria C.B.

