

# Human Resource Management

<b>UNIT</b>	<b>Particulars</b>
<b>I</b>	<b>Introduction to Human resource Management</b>
1.1	Diff.PM & HR & HRD
1.2	Evolution, Nature,Scope,Objective
1.3	Significance
1.4	Role & Responsibility of HR Manager
1.5	Structure of HR Dept.
<b>II</b>	<b>Analyzing Work before Work PLANNING</b>
	<b>Job Analysis</b>
2.1	How Job Analysis ( Steps)
2.2	WHY Job Analysis ( Uses)
2.3	WHO Job Analysis ( Conduct& Methods)
2.4	Job Description
2.5	Job specification
2.6	Job Enlargement
2.7	Job Enrichment
2.8	Job Rotation
2.9	Job Evaluation
2.10	Job Design
<b>III</b>	<b>Human Resource Planning</b>
3.1	Environmental Scanning
3.2	Internal & External Factors
3.3	Objectives of Human resource Planning
3.4	Process of Human Resource Planning
3.5	Limitations of Human Resource Planning
<b>IV</b>	<b>Recruitment</b>
4.1	Methods of Rec:
4.2	Internal Sources of Recruitment
4.3	External Sources of Recruitment
4.4	Recruitment Process
4.5	Alternatives to Recruitment
4.6	Retention of manpower
4.7	Career & Succession Planning
<b>V</b>	<b>Selection</b>
5.1	Objectives of Selection
5.2	Selection Process
5.3	Environmental Factors affecting Selection Process
5.4	Types of Tests
5.5	Types of Interviews.
<b>VI</b>	<b>Performance Appraisal</b>

- 6.1 What is Performance Appraisal
- 6.2 Performance Evaluation
- 6.3 Who Evaluates
- 6.4 When Evaluates
- 6.5 How often evaluates
- 6.6 **Selected Evaluation techniques**
- 6.7 **Individual evaluation Methods**
- 6.8 Essay evaluation
- 6.9 Critical incident technique
- 6.10 Checklists & weighted checklists
- 6.11 Behaviorally anchored rating scales
- 6.12 Behaviorally observation scales
- 6.13 **Multiple Person Evaluation Methods**
- 6.14 Ranking
- 6.15 Paired Comparison
- 6.16 Forced Distribution
- 6.17 Management by Objectives
- 6.18 **Rating Errors**
- 6.19 Halo effect, Central tendency, Recency of events,
- 6.20 Leniency ,Contrast effects, Personal bias
- 6.21 **Eliminating Rater Errors**
- 6.22 **Do's & Don'ts of PA**
- 6.23 **Ethics of PA**
- 6.24 Concept of Performance management

**VII Promotions & transfers**

- 7.1 **Promotions**
- 7.2 Purpose
- 7.3 Principles & Policy of Promotion
- 7.4 Promotion based on.....
- 7.5 Types of Promotion
- 7.6 **Transfers**
- 7.7 Reasons for transfer
- 7.8 Types of transfer
- 7.9 Separation techniques

**VIII Training & development**

- 8.1 Induction / Orientation
- 8.2 Definition of training  
Difference between Training ,Development , Learning
- 8.3 ,Education
- 8.4 Training Need Analysis ( TNA)
- 8.5 Training Process.
- 8.6 Training Methods.
- 8.7 Training Evaluation models
- 8.8 Learning Organization

**IX Employee Remuneration**

- 9.1 Components of remuneration
- 9.2 Factors influencing employee remuneration
- 9.3 Concept of wages.

**9.4** Types of Incentive Schemes

**9.5** Types of Employee Benefits

**X Total Quality Management**

**10.1** Introduction of TQM

**10.2** PDCA Cycle of TQM

**10.3** Techniques of TQM

**XI Industrial Relations**

**11.1** Evolution, Nature, Scope, Objective

**11.2** Parties to IR

**11.3** Causes of Disputes.

**11.4** Mechanisms for settlement under the ID Act , 1947.

**11.5** Collective bargaining

**11.6** Workers Participation in Management

**XII Current Trends of HRM**

**12.1** Introduction to Strategic HRM

**12.2** Human Resource Audit

**12.3** Knowledge Management

**12.4** Ethical Issues in HR

**12.5** Quality of Work Life Balance

**12.6** International HRM