

Human Resource Management

| UNIT | Particulars |
|-------------|---|
| I | Introduction to Human resource Management |
| 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. |
| II | Analyzing Work before Work PLANNING |
| | Job Analysis |
| 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 |
| III | Human Resource Planning |
| 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 |
| IV | Recruitment |
| 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 |
| V | Selection |
| 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. |
| VI | Performance Appraisal |

- 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