

## 3.4 HUMAN RESOURCE MANAGEMENT

### OBJECTIVE

To familiarize the students with concepts and principles of Human Resource Management

#### Unit 1: HUMAN RESOURCE MANAGEMENT

10 Hours

Introduction - Meaning of HRM - Objectives of HRM - Importance of HRM - Functions and Process of HRM - HR Manager Duties and Responsibilities - Recent trends in HRM.

#### Unit 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION

15 Hours

Meaning - Importance of Human Resource Planning - Benefits of Human Resource Planning. Recruitment - Meaning - Methods of Recruitment. Selection - Meaning - Steps in Selection Process - Problems Involved in Placement.

#### Unit 3: TRAINING AND INDUCTION

10 Hours

Meaning of Training and Induction, Objective and purpose of induction, Need for training, benefits of training, Identification of training needs and methods of training.

#### Unit 4: PERFORMANCE APPRAISAL AND COMPENSATION

10 Hours

Introduction - Meaning and Definition - Objectives - Methods of Performance Appraisal Uses and Limitations of Performance Appraisal. Compensation - Meaning of Compensation - Objectives of Compensation.

#### Unit 5: PROMOTION AND TRANSFERS

10 Hours

Meaning and Definition of Promotion - Purpose of promotion, basis of promotion, Meaning of transfer, reasons for transfer, types of transfer, right sizing of work force. Need for right sizing.

#### Unit 6: HUMAN RESOURCE DEVELOPMENT

05 Hours

Meaning of HRD, Role of training in HRD. Knowledge management, Knowledge resources, Impact of globalization on human resource management, problems in relation to Transnational and multinationals.

### SKILL DEVELOPMENT

- Prepare a Chart showing the functions of HRM and a brief explanation on the need for each function.
- Prepare an Advertisement for recruitment / selection of candidates for any organization of your choice.
- Give observation of industrial safety practices followed by any organization of your choice
- Develop a format for performance appraisal of an employee.
- Choose any MNC and present your observations on training programme.

### BOOKS FOR REFERENCE

- 1) C.B.Mamoria, Personnel management
- 2) Edwin Flippo, Personnel management
- 3) Aswathappa, Human Resource Management
- 4) Subba Rao, Personnel and Human Resources management
- 5) S.sadri & Others: Geometry of HR
- 6) Rajkumar: Human Resource Management I.K. Int'l
- 7) Michael Porter, HRM and human Relations
- 8) Biswanath Ghosh, Human Resource Development and Management.
- 9) Reddy & Appanniah, Human Resource Management.
- 10) Rekha & Raghu , Human Resource Management
- 11) Madhurima lall, Human Resource Management