

Subject Code: 505

Subject Name: Human Resource Management

Unit I: Human Resource Management **10**
Hrs

Introduction and Importance
Evolution of HRM

Difference between Personnel Management and HRM

Role of HR manager

Unit II: Manpower Planning **15**
Hrs

Objectives
Estimating Manpower requirements

Recruitment and selection

Retention of manpower

Succession Planning

Unit III: Merit Rating **12**
Hrs

Job Analysis
▪ Job Description
▪ Job Evaluation

Job Enlargement

Job Enrichment

Job Rotation

Job Specification

Unit IV: Training and Development **13**
Hrs

Meaning and Objectives

Need Analysis

Methods of Training

Training Evaluation

Unit V: Performance Appraisal

10hrs

Definition and Importance

Methods of Performance Appraisal

Barriers to effective performance appraisal

Books Recommended

1. Human Resource Management : Gary Dessler
2. Human Resource Management : Mirza and Saiyadin
3. Managing Human Resources : Arun Monappa
4. Human Resource Management : Anjali Ghanekar
5. Human Resource Management- Text and Cases: VSP Rao