

# **Introduction to Human Resource Management (GE7P080)**

***Unit 1: Introduction to Human Resource Management:*** Definition and Concept, Features, Objectives, Functions, Scope and Development of Human Resource Management, Importance of Human Resource Management.

***Unit 2: Human Resource Planning:*** Concept of Human Resource Planning (HRP), Factors in HRP, Process of HRP, *Job Analysis*-Job Description, Job Specification.

***Unit 3: Recruitment:*** Introduction, Concept of Recruitment, Factors Affecting Recruitment, Types of Recruitment, *Selection:* Introduction, Concept of Selection, Process of Selection, Selection Tests, Interview, Induction.

***Unit 4: Training:*** Concept and Significance of Training, Training Needs, Training Methods, Types of Training, *Performance Appraisal:* Introduction, Concept of Performance Appraisal, Purpose of performance appraisal, Process, Methods of Performance Appraisal, Major Issues in Performance Appraisal.

***Unit 5: Wages and Salary:*** Introduction, Nature and Significance of Wage and Salary Administration, Theories of Wages, Methods of Wage Fixation, Types of Incentive Schemes.

## **Books:**

1. Human Resource Management, VSP Rao.
2. Human Resource Management, GS Sudha.
3. Human Resource Management, T N Chabra.
4. Human Resource And Personnel Management, Aswathappa.
5. Human Resource And Personnel Management, Shashi K.Gupta, Rosy Joshi.