

# Human resource management



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resource management – The importance of the human factor – Objectives of human resource management – Inclusive growth and affirmative action -Role of human resource manager – Human resource policies – Computer applications in human resource management – Human resource accounting and audit.

UNIT II THE CONCEPT OF BEST FIT EMPLOYEE - Importance of Human Resource

Planning – Forecasting human resource requirement – Internal and External sources.

Selection process screening – Tests - Validation – Interview - Medical examination

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Recruitment introduction – Importance – Practices – Socialization benefits.

UNIT III TRAINING AND EXECUTIVE DEVELOPMENT - Types of training methods

purpose benefits resistance. Executive development programmes – Common practices -Benefits – Self development – Knowledge management.

UNIT IV SUSTAINING EMPLOYEE INTEREST - Compensation plan – Reward – Motivation – Theories of motivation – Career management – Development of mentor – Protégé relationships.

UNIT V PERFORMANCE EVALUATION AND CONTROL PROCESS - Method of performance evaluation – Feedback – Industry practices. Promotion, Demotion, Transfer and Separation – Implication of job change. The control process – Importance – Methods – Requirement of effective control systems grievances – Causes – Implications

– Redressal methods.

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