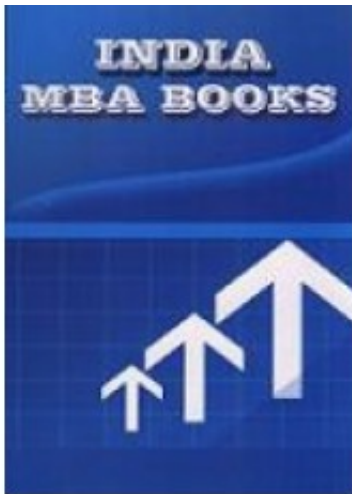


# HUMAN RESOURCE MANAGEMENT



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## **PREVIEW OF CHAPTERS SYLLABUS**

HUMAN RESOURCE MANAGEMENT

### **UNIT –I**

Definition, objectives and functions of HRM –Role and Structure of personnel functions in organization, personal principles and policies.

### **UNIT –II**

Human resource planning: - Characteristics of HRP, need for planning HRP Process job analysis, Job design, job description, job specification.

Selection Process: - Placement and induction, training and development, promotion, demotions, transfers, separation.

### **UNIT –III**

Wage and salary administration: - factors principles, compensation plan, individuals, group incentives, bonus, fringe benefits, and job evaluation systems.

### **UNIT –IV**

Employee maintenance and integration:- Welfare and safety, accident prevention, administration of discipline, employee motivation, need and measures.

### **UNIT –V**

Personnel Records and Reports: - Personnel research and personnel audit, objectives, scope and importance.

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