

Course No. COM- 204 A
A HUMAN RESOURCE MANAGEMENT

Marks : 80

BLOCK - 1 HUMAN RESOURCE MANAGEMENT - CONCEPTS AND ROLE OF HRM MARKS -16

Unit - I : Introduction to HRM - Personnel Management:
Human Resource Management - Evaluation of Human Resource Management, Human Resource Management and Personnel Management.

Unit - II : Functions of Personnel Management: Functions and Objectives of Human Resource Management, The Changing Role of Human Resource Management.

BLOCK - 2 HUMAN RESOURCE MANAGEMENT PLANNING AND DEVELOPMENT MARKS -16

Unit -1 : Manpower Planning and HRD : Manpower Planning, Recruitment and Selection - Human Resource Development.

Unit - II : Training and Development: Employee Training - Principles and techniques, Executive Development - Principles and Techniques, Career development.

BLOCK - 3 WAGE PAYMENT AND PERFORMANCE APPRAISAL MARKS -16

Unit -1 : Systems of Wage Payments: Wages and Salary Administration - Systems of wage payments/incentives-monetary and non-monetary.

Unit - II : Performance appraisal: Performance appraisal - Promotion and transfer.

BLOCK - 4 **EMPLOYEE MOTIVATION AND COMMUNICATION** **MARKS -16**

Unit -1 : **Motivating Employee** : Employee morale and motivation - Management Technique designed to increase motivation, job satisfaction.

Unit - II : **Communicating Employee:** Communication and Counseling.

BLOCK - 5 **PERSONNEL CONTROL AND POLICIES** **MARKS -16**

Unit-I : **Personnel Control** : Personnel Control - Personnel records and statistics Personnel reserach.

Unit - II : **Personnel Policies** : Audit of Personnel and programmes.