

<b>Course Title:</b>	Human Resource Management
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1. **Introduction:** Definition–Nature–Components–Functions–Reasons for Growing Importance of Human Resource Management–Principles–Philosophies–Challenges. Organizational Factors–Organizational Performance Models – Internal and External Environment.
2. **Human Resource Planning:** Concepts–Purposes–Processes–Description of the Factors of the Process.
3. **Job Analysis and work study:** Concepts–Definition–Terminologies–Importance Information required–Steps–Methods–Writing job Descriptions and Specifications–Types–Contents–Drafts–Guidelines–job Analysis in a Jobless World and Reasons thereof – Techniques used to foster change.
4. **Recruitment and Selections of Human Resources:** Concepts – Factors – Sources and their merits and demerits – Innovative sources of Recruitment – Recruitment Process – Selection Process – Standard Selection Conditions, Reliability and Validity – Concepts – Steps to validate a test – Guidelines to set a test program – sources of unreliability Interview – Concept – Purpose – Process – Techniques Administrative Mechanism – Problems of Interviewing – Detection of dishonesty– Techniques to Avoid Interview Mistakes.
5. **Career Transition:** Orientation – Concepts – Reasons – Programs – Problems, Transfer – Concepts – Reasons – Types – Impacts, Promotion – Concepts – Rationale – Types – Basis – Objectives – Devises of Promotion, Demotion – Definition – Reasons – Impact Techniques, Separation – Layoff – Concepts – Purpose – Problems.
6. **Skill Training:** Concepts – Steps – Methods – Effectiveness Evaluation – Principles of Learning Theory.
7. **Performance Evaluation:** Concepts – Importance – Purposes – Process – Methods – Distortion Factors – Overcoming Pitfalls.
8. **Wage and salary administration:** Concepts – Goals – Considerations – Process, job Evaluation – Concept – Steps – Methods – Current Issues.
9. **Employee Benefits:** Concepts – Process Goals – Importance – Benefits to Management.