

HUMAN RESOURCES MANAGEMENT

- I. Management : Concept, elements, principles and functions of management. Management thoughts : Henry Fayol, F.W.Taylor, Peter Drucker.
- II. Human resource management : Definition, scope, evolution and functions. Human resource policy : Formulation and implementation: duties, responsibilities and qualities of human resource manager and challenges for 21st century.
- III. Human Resource functions : Human resource planning, recruitment, selection, induction and placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research, HR audit.
- IV. Wage and Salary Administration : Job evaluation : Definition, objectives; methods, advantages and limitation; wage and salary administration: Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: concepts of wages, wage differentials – financial and non-financial incentives.
- V. Industrial social work: Meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counseling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

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