

# HUMAN RESOURCE MANAGEMENT

## Unit I

Human Resource Management : Concept, Scope, role and importance-organization of personnel department and its functions.

## Unit II

Manpower Planning - recruitment and selection - development of personnel - Induction and training, promotions and transfers career planning.

## Unit III

Compensation : Job evaluation - Compensation - Employee welfare and benefits.

## Unit IV

Performance Appraisal : Meaning and purpose - methods of performance appraisal - limitations.

## Unit V

Work environment : Fatigue, monotony and boredom, accidents and safety - discipline and its enforcement, grievance and their redressal.

### **Reference Books :**

1. C.B. Gupta - Human Resource Management
2. V.S.P. Rao - Human Resource Management
3. Ashwathappa - Human resource management

### **Question Paper Pattern**

<b>Pattern</b>	<b>Total Questions</b>	<b>To answer</b>	<b>Marks per Question</b>	<b>Total Marks</b>
<b>Section A</b>	12	10	2	20
<b>Section B</b>	7	5	5	25
<b>Section C</b>	4	2	15	30

### **Instructions to Paper Setter:**

Section-A: Minimum 2 Questions to be asked from each of the five Units

Section-B: Minimum 1 Question to be asked from each of the five Units

Section-C: Minimum 1 Question to be asked from any four Units