



DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

SCHOOL OF COMMERCE & MANAGEMENT

M.B.A. SEMESTER – II (CORE)

HUMAN RESOURCE MANAGEMENT – MBA02C202

Sr. No.	Unit
1	<p>INTRODUCTION TO HUMAN RESOURCE MANAGEMENT (HRM)</p> <ul style="list-style-type: none">• Introduction• HRM concept• Definition• Nature/Characteristics of HRM• History/Evolution of HRM• Functions of HRM• Importance of HRM• Responsibilities of HR Managers• Competencies of HR Managers• Challenges Faced by HR Managers in the Present Times• Check Your Progress
2	<p>HUMAN RESOURCE PLANNING AND JOB ANALYSIS</p> <ul style="list-style-type: none">• Introduction• Meaning and Definitions• Nature of HR Planning• Objectives of HR Planning• Types of HR Plans• Determinants of Human Resource Planning• Importance of HR Planning• Process of HR Planning• Hindrances in HR Planning• Job analysis<ul style="list-style-type: none">○ Meaning○ Definitions○ Steps involved in Job Analysis○ Importance of Job Analysis• Check Your Progress

3	<p>RECRUITMENT AND SELECTION</p> <ul style="list-style-type: none"> • Introduction • Definition and Concept of Recruitment • Significance/Importance of Recruitment • Features of Recruitment Policy • Types of Recruitment <ul style="list-style-type: none"> ○ Direct Recruitment ○ Indirect Recruitment • Sources of Recruitment <ul style="list-style-type: none"> ○ Internal Source ○ External Sources • Process of Recruitment • Meaning and Definition • Significance/Importance/Advantages of Selection • Process of Selection and its Steps • Difference between Recruitment and Selection • Check Your Progress
4	<p>EMPLOYEE COMPENSATION</p> <ul style="list-style-type: none"> • Meaning and Concept of Compensation • Definition of Compensation • Objectives of Compensation • Factors Influencing Employee Compensation • Components of Employee Compensation • Importance of Employee Compensation • Types of Employee Compensation • Check Your Progress
5	<p>TRAINING AND DEVELOPMENT</p> <ul style="list-style-type: none"> • Introduction • Concept of Training • Need, Importance and Benefits of Training • Training Mission, Policy, Plan and Strategy • Training Models • Training Need Analysis • Designing Training Programmes • Implementation • Evaluation of Training • Principles of an Effective Training Programme • Check Your Progress
6	<p>PERFORMANCE APPRAISAL</p> <ul style="list-style-type: none"> • Introduction • Concept of Performance Appraisal • Goals of Performance Appraisal

	<ul style="list-style-type: none"> ● Objectives of Performance Appraisal ● The Performance Appraisal Process ● Benefits of Performance Appraisal ● Performance Appraisal Methods ● Performance Counselling ● Problems in Performance Appraisal ● Effective Performance Appraisal ● Check Your Progress
7	<p>EMPLOYEE RETENTION</p> <ul style="list-style-type: none"> ● Introduction Case ● Reduction in Force ● Strategic Downsizing at Charles Schwab ● Turnover ● Strategic Retention at United Airlines ● Check Your Progress
8	<p>EMPLOYEE HEALTH AND SAFETY</p> <ul style="list-style-type: none"> ● Introduction to Employee Health and Safety ● Meaning and Definitions ● Objectives of Employee Safety ● Types of Workplace Accidents ● Causes of Workplace Accidents ● Measures for Preventing Workplace Accidents ● Designing a Safety Programme ● Provisions of Factories Act pertaining to Employee Safety ● Health Issues in Workplace ● Legal Provisions for Employee Health as per Factories Act, 1948 ● Check Your Progress
9	<p>GRIEVANCE HANDLING AND DISCIPLINARY ACTION</p> <ul style="list-style-type: none"> ● Introduction ● Dissatisfaction, Complaint, and Grievance ● Forms of Grievance ● Effects of Grievance ● Grievance Handling Procedure ● Concept and meaning of Discipline ● Indiscipline ● Purpose and Objective of Disciplinary Action ● Disciplinary Action Procedure ● Legal Provision Relating To Discharge or is missal (Under industrial Disputes act - 1947) ● Check Your Progress
10	<p>HRM & TECHNOLOGY: HR INFORMATION SYSTEM, HR ANALYTICS, HR SCORE CARD</p>

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| <ul style="list-style-type: none">• Introduction• Importance of Technology• Impact of Information on HRM• E-HRM in HR Information System• E-HRM in HR Analytics• Importance of HRM Analytics• E-HRM in Score Card• Importance of HR Scorecard• Check Your Progress |
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