

**Objectives**

- *To help the students to understand the human resource functions in an organization.*

**MODULE-1** Human resource management –introduction-nature-features-scope-objectives-importance-functions-managerial and operative functions-personal management Vs human resource management-qualification and qualities of human resource manager-evolution and growth of HRM in india-

(15 Hrs)

**MODULE-2** Human resource planning-concept-objectives and importance-process-limitations-job analysis.

Recruitment-concept-sources-methods and techniques of man power recruitment-characteristics of a good recruitment policy-principles of recruitment-factors affecting recruitment.

Selection-concept and procedures-placement and induction.

(20 Hrs)

**MODULE-3** HRD-concept-objectives-needs-significance-principles of HRD, qualities of an HRD manager.

(15 Hrs)

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**MODULE-4** Motivation-meaning-objective-types of motivation-management techniques to improve motivation-employee morale and productivity-nature and significance of morale-factors influencing morale-concepts and significance of productivity-factors influencing productivity.

Performance appraisal- meaning –purpose-all methods of performance appraisal.

(20 Hrs)

**MODULE-5** Leadership styles-theories of leadership styles-managerial grid-contingency theory-theory X and Y-situational theory-path goal theory-leader participation model-leader member exchange theory-3 D model of leadership-lickert's four system of management-charismatic leadership theory-transformational leadership theory-social learning approach.

(20 Hrs)