

213 Human Resource Management And Recent Advances in Business Administration

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1	Human Resource Management: An Overview	1.1 Introduction to Human Resource Management: Meaning & Definition, Concept, Approaches, Functions. 1.2 Challenges of Human Resource Management in changing business scenario. 1.3 Human Resource Environment: Technology and Structure, Network Organization's, Workforce Diversity, 1.4 HRM- Dual Career Employees, Employee Contract/ Leasing Global Competition, WTO and Labour Standards
2	Human Resource Planning and Development	2.1 Objectives, Need and Estimation 2.2 Recruitment: Definition, Sources and Policy 2.3 Selection: Definition, Process and assessment, Interview and Induction. 2.4 Retention of Manpower, Succession Planning. 2.5. Kinds of Retirement: Resignation, Discharge, Dismissal, Suspension, Lay off.
3	Training and Development, Performance Appraisal and Merit Rating	3.1 Training : Meaning Purpose, Importance, Benefits Training Process and Methodology 3.2 Methods of Training, Evaluation and Feedback 3.3. Competency mapping,: meaning, benefits of competency mapping, 9 box tool of HR, Model, 3.4 Performance Appraisal: Definition, Methods, Result Based Performance, Appraisal Errors, Ethics in Performance Appraisal, 360 Degree Feedback. 3.5 Merit Rating – Promotions, Transfers, Job Description, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation
4	Recent Trends in HRM	4. 1 E- HR- meaning, organization, Benefits and cost of E-HR and Future of E-HR, Digitized rewards and recognition, Online skill assessments, Biometric time tracking and security 4.2 Recent Trends in HRM after covid 19 : Workplace Diversity, Flexi time, Work from Home, Virtual Work, Artificial Intelligence, Productivity of HR process,
5	Contemporary Issues in Business Administration	5.1 Change management – Concept, Significance. Managing change-Important feature 5.2 Principals change Management 5.3 Dimensions Approaches towards managing change 5.4 Futuristic and strategic approach toward changing business environment

6	Customer Centric Approach	<p>6.1 Customer centric approach – meaning, definition, strategies, internal and external customers, full 360 view of the customer.</p> <p>6.2 The challenges of becoming a customercentric company</p> <p>6.3 Best practices to becoming a customer-centric company</p> <p>6.4 Ways to measure the success of a customercentric company</p>
7	Customer Centric Approach	<p>7.1 Global management system- Concept & Significance.</p> <p>7.2 Issues in cross cultural management.</p> <p>7.3 Acquisition & mergers- Role & importance</p> <p>7.4 Current Trends in acquisitions & mergers on national & international scenario</p>
8	Turn Around and Innovation Management	<p>8.1 Turn around Management - Concept & Significance, Techniques prerequisite for success.</p> <p>8.2 Restructuring & Reengineering of business - Concept of innovation, Advantages and Significances of Innovation</p> <p>8.3 Key Steps in Innovation Management</p> <p>8.4 Role of Government and Private Institutions in promoting innovation</p>