



**ANDHRA UNIVERSITY**

**ఆంధ్ర విశ్వకళా పరిషత్**

Accredited by NAAC with 'A' Grade ISO 9001: 2015 Certified

## **Course: Human Resource Management**

### **Summary**

|                           |                            |
|---------------------------|----------------------------|
| Course Status:            | Upcoming                   |
| Course Type:              | Elective                   |
| Duration:                 | 8 weeks                    |
| Last Date for Enrollment: | 28th Feb 2023              |
| Start Date:               | 1 <sup>st</sup> March 2023 |
| End Date:                 | 30 <sup>th</sup> May 2023  |
| Exam Date:                | 15th June 2023             |
| Category:                 | Management                 |
| Credit Points:            | 2                          |
| Level:                    | Undergraduate/Postgraduate |

### **Course Layout**

#### **Week 1: Human Resource Management**

Structure: What is HRM – Difference between HRM and Personnel Management – Nature of HRM – Significance of HRM – Functions of HRM – Objective of HRM – Evolution and development of HRM – Recent development in HRM – Self-assessment questions

#### **Week 2: Job Analysis**

Structure: Team Analysis Structure: Job Design – Job Analysis – Job Descriptions – Job Specifications – Uses of Job Analysis – Team Analysis – Flexible job environment – Summary – Self-Assessment question

### **Week 3: Human Resource Planning**

Structure: Introduction – Human Resource planning at different levels – Process of Human Resource Planning – Control and Review Mechanism – Summary – Self-Assessment Question

### **Week 4 : Recruitment**

Structure: Introduction – Strategic Management and Recruitment – Sources of Recruitment – Recruitment Techniques – Assessment of Recruitment Programme – Summary – Self-Assessment Questions

### **Week 5: Selections, Placements and Induction**

Structure: Introduction – Selection: Ensures competitive Advantage – Selection Procedure – Placement – Induction – Summary – Self-Assessment

### **Week 6: Human Resource Development**

Structure: Introduction – Significance of Human Resource Development (HRD) – The concept of Human resource Development – Scope of HRD – Need for HRD – HRD Objectives – Functions of HRD managers – Attributes of HRD managers – Summary – Self-Assessment Questions

### **Week 7: Performance Appraisals and Development**

Structure: Introduction – Strategic Management and Performance Appraisal – Meaning need and purpose of performance appraisal and development – Performance Analysis and development – Methods of Performance Appraisal – System of Performance Appraisal – Appraisal Interview – Use of performance appraisal – Problems of Performance Appraisal – Summary – Self-Assessment Questions

### **Week 8: Employees Training**

Structure: Introduction – Training before employment – Stages in training – Designing the training program – Implementation – Evaluation of training program – Enhancing training effectiveness – Special Aspects of training – Summary – Self-Assessment Questions

## **Certificate Course**

The course is free to enroll and learn from.

Date of Online Exams: **15th June 2023**, Time: 3 pm to 6pm.

More details will be made available when the exam registration form is published. If there are any changes, it will be mentioned then.

### **CRITERIA TO GET A CERTIFICATE**

- Continuous Evaluation – 25% weightage, Students need to complete 2 Assignments per Course through LMS
- Exam Score = 75% Weightage, Students to Attempt the Examinations for 75 Marks through LMS
- Passing Criteria – 40%

Only the e–certificate will be made available. Hard copies will not be dispatched.

Once again, thanks for your interest in our online courses and certification. Happy learning.