

Dr. B. R. AMBEDKAR OPEN UNIVERSITY
Faculty of Social Sciences
U.G. Public Administration

SEMESTER – V

Course DSC - V: Human Resource Management

Block-I: Human Resources Management – Overview

Unit-1: Human Resource Management: Meaning, significance and Objectives

Unit-2: Human Resource Planning and Strategy

Block-II: Human Resource Management Process

Unit-3: Job Analysis and Job Design

Unit-4: Recruitment, Selection and Promotion

Block-III: Performance and Compensation Management

Unit-5: Pay: components, Principles and Pay Commission

Unit-6: Rewards and Compensation Management

Block- IV: Human Resource Development

Unit-7: Performance Appraisal and competency Mapping System

Unit-8: Employee Capacity Building strategies and Training

Unit-9: Total Quality and Productivity Management

Block-V: Issues in Human Resource Management

Unit-10: Redressal of Employee Grievances

Unit-11: Right sizing, Outsourcing and Consultancies

Unit-12: Interpersonal Skills