

## **Paper I (51821)**

### **Research Methods & Statistics**

#### **Unit – I**

Meaning, scope, types, process and importance of Research, Research Design – research problem & hypothesis

#### **Unit – II**

Sampling techniques, sources of data and report writing

#### **Unit – III**

Tools and techniques – Measures of Central tendency and dispersion.

#### **Unit – IV**

Co-relation, Regression

#### **Unit – V**

Chi-square, ANOVA

#### **Books recommended:**

- K R Sharma -Research Methodology
- C R Kothari-Research Methodology
- S P Gupta- Statistics
- B N Gupta -Statistics
- D N Elhance -Statistics
- Hair, Black et al-Research Methods & Data Analysis.

## **Paper II (51822)**

### **Human Resource Management**

#### **Unit – I**

Human Resource Management – Meaning, concepts and importance, scope, roles and functions

#### **Unit – II**

Human Resource Forecasting, job analysis and job design

#### **Unit – III**

Resume Preparation, Recruitment, selection and interview methods and process.

#### **Unit – IV**

Performance Appraisal Methods and their merits & demerits

#### **Unit – V**

Work culture and Quality of Life

#### **Books Recommended:**

- Garry Dessler-Human Resource Management.
- T N Chabra- Human Resource Management.
- David & Robbins- Human Resource Management.
- K. Aswathappa- Human Resource Management.
- R S Dwivedi- Managing Human Resource.
- Dowling et al-International HRM

