

**PaperCode:302HumanResourceManagement**

M.M 100

- 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

**BooksRecommended:**

- 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.