

Class 1

Introduction to Recruitment Process

Class Notes

1. Recruitment is the process of identifying and hiring suitable candidates.
2. It is the first step in building an effective workforce.
3. Recruitment connects employers with potential employees.
4. It involves sourcing, screening, and selection.
5. Recruitment ensures the right person is hired for the right job.
6. It supports organizational growth and performance.
7. HR professionals manage recruitment activities.
8. Effective recruitment improves business success.

FAQ

1. What is recruitment?
It is the process of hiring suitable candidates.
2. Why is recruitment important?
It ensures the right talent is hired.
3. Who manages recruitment?
HR professionals manage recruitment.
4. What are recruitment steps?
Sourcing, screening, and selection.

Class 2: Types of Recruitment

Class Notes

1. Recruitment can be internal or external.
2. Internal recruitment involves hiring from within the organization.
3. External recruitment involves hiring from outside the organization.
4. Internal recruitment includes promotion and transfer.
5. External recruitment includes job portals and agencies.
6. Internal recruitment is faster and cost-effective.
7. External recruitment provides a wider talent pool.
8. Choosing the right type improves hiring efficiency.

FAQ

1. What are the types of recruitment?
Internal and external recruitment.
2. What is internal recruitment?
Hiring from within the organization.
3. What is external recruitment?
Hiring from outside the organization.
4. Why is external recruitment important?
It provides more candidate options.

Class 3: Recruitment Planning

Class Notes

1. Recruitment planning identifies hiring needs.
2. It ensures a structured recruitment process.
3. It includes workforce planning and job analysis.
4. It helps determine the number of employees required.
5. It reduces hiring errors and delays.
6. Planning saves time and cost.
7. HR develops recruitment strategies.
8. Effective planning improves hiring quality.

FAQ

1. What is recruitment planning?
It is the process of planning hiring needs.
2. Why is recruitment planning important?
It ensures efficient hiring.
3. Who is responsible for recruitment planning?
HR professionals.
4. What are the elements of recruitment planning?
Workforce planning and strategy.

Class 4: Job Analysis

Class Notes

1. Job analysis studies job roles and responsibilities.

2. It identifies tasks, duties, and skills.
3. It is the basis for job description and specification.
4. It ensures accurate hiring.
5. HR conducts job analysis.
6. It improves recruitment efficiency.
7. It supports training and evaluation.
8. It reduces hiring errors.

FAQ

1. What is job analysis?
It is the process of analyzing job roles.
2. Why is job analysis important?
It improves hiring accuracy.
3. Who conducts job analysis?
HR professionals.
4. What is the result of job analysis?
Job description and specification.

Class 5: Job Description & Job Specification

Class Notes

1. Job description defines duties and responsibilities.
2. Job specification defines required skills and qualifications.
3. JD focuses on the job.
4. JS focuses on the candidate.
5. Both are based on job analysis.
6. JD includes tasks and reporting structure.
7. JS includes education and experience.
8. They improve recruitment accuracy.

FAQ

1. What is job description?
It defines job duties.
2. What is job specification?
It defines candidate requirements.
3. What is the difference between JD and JS?
JD is job-focused, JS is candidate-focused.
4. Why are JD and JS important?
They improve hiring accuracy.

Class 6: Sources of Recruitment

Class Notes

1. Recruitment sources are ways to find candidates.
2. They are internal or external.

3. Internal sources include promotion.
4. External sources include job portals.
5. Internal recruitment is quick and low cost.
6. External recruitment offers more candidates.
7. Proper source improves hiring.
8. HR selects sources based on job needs.

FAQ

1. What are recruitment sources?
Methods to find candidates.
2. What are types of sources?
Internal and external.
3. Example of internal source?
Promotion.
4. Why use external sources?
To get more candidates.

Class 7: Recruitment Channels

Class Notes

1. Channels are platforms used to reach candidates.
2. Examples include job portals and social media.
3. Online channels are widely used.

4. Offline channels include job fairs.
5. Channels improve candidate reach.
6. They help faster recruitment.
7. HR selects the best channel.
8. Effective channels improve hiring.

FAQ

1. What are recruitment channels?
Platforms to attract candidates.
2. Examples of channels?
Job portals and social media.
3. Why are channels important?
They improve reach.
4. Who selects channels?
HR professionals.

Class 8: Screening of Candidates

Class Notes

1. Screening filters suitable candidates.
2. It is the first step after application.
3. It involves resume review.
4. It removes unsuitable candidates.

5. It saves time and effort.
6. HR shortlists candidates.
7. It improves interview quality.
8. It increases efficiency.

FAQ

1. What is screening?
Selecting suitable candidates.
2. Why is screening important?
It saves time.
3. Who performs screening?
HR professionals.
4. Outcome of screening?
Shortlisted candidates.

Class 9: Interview Process

Class Notes

1. Interview evaluates candidates directly.
2. It assesses skills and attitude.
3. It can be structured or unstructured.
4. HR and managers conduct interviews.
5. It is a key selection step.

6. Proper questions improve evaluation.
7. Feedback helps decision-making.
8. It improves candidate experience.

FAQ

1. What is an interview?
Candidate evaluation process.
2. Why is interview important?
It assesses suitability.
3. Who conducts interviews?
HR and managers.
4. Purpose of interview?
Final evaluation.

Class 10: Selection Process

Class Notes

1. Selection chooses the best candidate.
2. It follows interview.
3. It ensures right hiring.
4. It evaluates performance and skills.
5. HR and managers decide.

6. It reduces hiring risks.
7. It improves productivity.
8. It supports success.

FAQ

1. What is selection?
Choosing the best candidate.
2. Why is selection important?
Reduces hiring risk.
3. Who is involved?
HR and managers.
4. Outcome of selection?
Job offer.

Class 11: Offer & Joining

Class Notes

1. Offer process starts after selection.
2. Offer letter is issued.
3. It includes salary and role.
4. Candidate must accept the offer.
5. Joining involves documentation.
6. HR manages onboarding.

7. Smooth joining improves experience.
8. It increases retention.

FAQ

1. What is an offer letter?
Job offer document.
2. What is joining process?
Employee onboarding process.
3. Why is joining important?
Ensures smooth start.
4. Who manages joining?
HR professionals.

Class 12: Post-Selection Activities

Class Notes

1. Activities after selection are post-selection.
2. Includes background verification.
3. Documents are verified.
4. HR ensures compliance.
5. Documentation is completed.
6. Queries are addressed.
7. Records are maintained.

8. It completes recruitment.

FAQ

1. What are post-selection activities?
Tasks after selection.
2. Why is verification important?
Ensures authenticity.
3. Who performs it?
HR professionals.
4. Purpose?
Complete recruitment process.

Class 13: Introduction to Selection Techniques

Class Notes

1. Selection techniques are methods used to choose the best candidate.
2. They help evaluate skills and abilities.
3. Common techniques include tests and interviews.
4. They improve hiring accuracy.
5. They reduce hiring risks.
6. HR uses structured methods.
7. They ensure fairness in hiring.
8. They support better decision-making.

FAQ

1. What are selection techniques?
Methods used to select candidates.

2. Why are they important?
They improve hiring accuracy.
3. Who uses them?
HR professionals.
4. Examples?
Tests and interviews.

Class 14: Types of Selection Tests

Class Notes

1. Selection tests assess candidate abilities.
2. Types include aptitude and personality tests.
3. They measure skills and behavior.
4. Tests improve decision-making.
5. They reduce bias.
6. They ensure objective evaluation.
7. HR conducts these tests.
8. They support better hiring.

FAQ

1. What are selection tests?
Tests to evaluate candidates.

2. Types?
Aptitude and personality tests.
3. Why use tests?
To assess skills objectively.
4. Who conducts tests?
HR professionals.

Class 15: Aptitude Tests

Class Notes

1. Aptitude tests measure ability and skills.
2. They assess logical reasoning.
3. They evaluate numerical ability.
4. They help predict performance.
5. They are objective.
6. They reduce bias.
7. Used in many organizations.
8. Improve hiring accuracy.

FAQ

1. What is aptitude test?
Test of ability.
2. What does it measure?
Reasoning and skills.

3. Why important?
Predicts performance.
4. Who uses it?
HR professionals.

Class 16: Personality Tests

Class Notes

1. Personality tests assess behavior.
2. They evaluate attitude and traits.
3. They help understand candidate fit.
4. They support hiring decisions.
5. They reduce mismatch.
6. They improve team compatibility.
7. HR uses them widely.
8. They improve recruitment quality.

FAQ

1. What is personality test?
Test of behavior.
2. Why important?
Checks cultural fit.
3. What does it assess?
Traits and attitude.

4. Who uses it?
HR.

Class 17: Group Discussion

Class Notes

1. GD evaluates communication skills.
2. It assesses teamwork ability.
3. It measures leadership skills.
4. It helps compare candidates.
5. It is used in selection.
6. It improves decision-making.
7. HR observes behavior.
8. It enhances evaluation.

FAQ

1. What is GD?
Group discussion.
2. Why used?
To assess communication.
3. What is evaluated?
Teamwork and leadership.
4. Who conducts GD?
HR.

Class 18: Interview Techniques

Class Notes

1. Interview techniques improve evaluation.
2. Structured interviews are planned.
3. Unstructured interviews are flexible.
4. Behavioral interviews assess past actions.
5. Technical interviews test skills.
6. Proper technique improves accuracy.
7. HR uses different methods.
8. It supports better hiring.

FAQ

1. What are interview techniques?
Methods of interviewing.
2. Types?
Structured and unstructured.
3. Why important?
Improve evaluation.
4. Who uses them?
HR.

Class 19: Final Selection Decision

Class Notes

1. Final decision selects best candidate.
2. It considers all evaluation results.
3. HR and managers decide.
4. It ensures right hiring.
5. It reduces risk.
6. It improves performance.
7. It is a critical step.
8. It finalizes recruitment.

FAQ

1. What is final selection?
Choosing best candidate.
2. Who decides?
HR and managers.
3. Why important?
Ensures right hiring.
4. Outcome?
Job offer.

Class 20: Selection Errors

Class Notes

1. Selection errors lead to wrong hiring.
2. They reduce performance.
3. They increase cost.
4. Common errors include bias.
5. Poor evaluation causes errors.
6. Training reduces errors.
7. Structured process helps.
8. Avoiding errors improves hiring.

FAQ

1. What are selection errors?
Mistakes in hiring.
2. Why occur?
Poor evaluation.
3. Example?
Bias.
4. How reduce?
Use proper methods.

Class 21: Introduction to Training

Class Notes

1. Training is the process of improving employee skills and knowledge.
2. It helps employees perform their jobs effectively.
3. Training enhances productivity and efficiency.
4. It reduces errors and improves quality.
5. Training prepares employees for new roles.
6. It supports organizational growth.
7. HR manages training programs.
8. Effective training improves performance.

FAQ

1. What is training?
It is the process of improving employee skills.
2. Why is training important?
It improves performance and productivity.
3. Who manages training?
HR professionals.
4. What is the purpose of training?
To develop employee skills.

Class 22: Types of Training

Class Notes

1. Training can be on-the-job or off-the-job.
2. On-the-job training occurs at the workplace.
3. Off-the-job training occurs outside the workplace.
4. Technical training improves job skills.
5. Soft skills training improves communication.
6. Training methods vary based on job needs.
7. Proper training improves efficiency.
8. HR selects suitable training methods.

FAQ

1. What are types of training?
On-the-job and off-the-job training.
2. What is on-the-job training?
Training at the workplace.
3. What is off-the-job training?
Training outside the workplace.
4. Why are different types needed?
To meet different job requirements.

Class 23: On-the-Job Training

Class Notes

1. On-the-job training is conducted at the workplace.
2. Employees learn while performing tasks.
3. It is practical and cost-effective.
4. It includes job rotation and coaching.
5. It improves real-time learning.
6. It requires supervision.
7. It increases job understanding.
8. It improves performance quickly.

FAQ

1. What is on-the-job training?
Training at the workplace.
2. Why is it important?
It provides practical experience.
3. Examples?
Job rotation and coaching.
4. Who supervises it?
Managers and supervisors.

Class 24: Off-the-Job Training

Class Notes

1. Off-the-job training is conducted outside the workplace.
2. It includes lectures, seminars, and workshops.
3. It provides theoretical knowledge.
4. It improves learning environment.
5. It allows focus without work pressure.
6. It can be expensive.
7. It improves overall understanding.
8. It supports skill development.

FAQ

1. What is off-the-job training?
Training outside the workplace.
2. Examples?
Seminars and workshops.
3. Why important?
Provides theoretical knowledge.
4. Limitation?
Costly and time-consuming.

Class 25: Training Methods

Class Notes

1. Training methods are ways to train employees.
2. Common methods include lectures and case studies.
3. Simulation training is also used.
4. E-learning is widely used.
5. Methods depend on job requirements.
6. Effective methods improve learning.
7. HR selects appropriate methods.
8. Training methods impact performance.

FAQ

1. What are training methods?
Ways to train employees.
2. Examples?
Lectures and simulations.
3. Why important?
Improve learning effectiveness.
4. Who selects methods?
HR professionals.

Class 26: Training Needs Analysis

Class Notes

1. Training needs analysis identifies skill gaps.
2. It determines training requirements.
3. It improves training effectiveness.
4. It ensures proper resource use.
5. It aligns training with goals.
6. HR conducts analysis.
7. It reduces unnecessary training.
8. It improves performance outcomes.

FAQ

1. What is training needs analysis?
Identifying training requirements.
2. Why important?
Improves effectiveness.
3. Who conducts it?
HR professionals.
4. Outcome?
Training plan.

Class 27: Training Program Design

Class Notes

1. Training design involves planning training programs.
2. It includes objectives and content.
3. It defines training methods.
4. It ensures structured learning.
5. It aligns with organizational goals.
6. HR designs training programs.
7. It improves training effectiveness.
8. Proper design ensures success.

FAQ

1. What is training design?
Planning training programs.
2. What does it include?
Objectives and content.
3. Why important?
Ensures structured learning.
4. Who designs it?
HR professionals.

Class 28: Training Implementation

Class Notes

1. Training implementation is executing training programs.
2. It involves trainers and participants.
3. It ensures proper delivery.
4. It requires coordination.
5. It improves learning outcomes.
6. HR manages implementation.
7. It ensures participation.
8. It supports skill development.

FAQ

1. What is training implementation?
Execution of training programs.
2. Who manages it?
HR professionals.
3. Why important?
Ensures effective delivery.
4. What is required?
Coordination and planning.

Class 29: Training Evaluation

Class Notes

1. Training evaluation measures effectiveness.

2. It assesses learning outcomes.
3. It improves future training.
4. It identifies gaps.
5. It ensures return on investment.
6. HR conducts evaluation.
7. It improves performance.
8. It ensures quality training.

FAQ

1. What is training evaluation?
Measuring training effectiveness.
2. Why important?
Improves future programs.
3. Who conducts it?
HR professionals.
4. Outcome?
Performance improvement.

Class 30: Importance of Training

Class Notes

1. Training improves employee skills.
2. It increases productivity.

3. It reduces errors.
4. It enhances job satisfaction.
5. It supports career growth.
6. It improves organizational performance.
7. It builds competitive advantage.
8. It ensures long-term success.

FAQ

1. Why is training important?
It improves skills and productivity.
2. How does it help employees?
Enhances performance and growth.
3. How does it help organizations?
Improves efficiency and success.
4. Who benefits from training?
Employees and organizations.

Class 31: Introduction to Performance Management

Class Notes

1. Performance management is the process of evaluating employee performance.
2. It ensures employees meet organizational goals.
3. It improves productivity and efficiency.
4. It involves goal setting and evaluation.

5. It supports employee development.
6. HR manages performance systems.
7. It improves organizational success.
8. Continuous feedback is essential.

FAQ

1. What is performance management?
Evaluating employee performance.
2. Why is it important?
Improves productivity.
3. Who manages it?
HR professionals.
4. What does it involve?
Goal setting and evaluation.

Class 32: Performance Appraisal

Class Notes

1. Performance appraisal evaluates employee performance periodically.
2. It helps identify strengths and weaknesses.
3. It supports promotions and rewards.
4. It improves employee motivation.

5. It provides feedback.
6. HR conducts appraisal systems.
7. It supports career development.
8. It improves performance.

FAQ

1. What is performance appraisal?
Evaluation of employee performance.
2. Why important?
Improves motivation.
3. Who conducts it?
HR.
4. Purpose?
Feedback and development.

Class 33: Methods of Performance Appraisal

Class Notes

1. Appraisal methods measure performance.
2. Traditional methods include rating scales.
3. Modern methods include 360-degree feedback.
4. Methods vary by organization.
5. Proper method improves evaluation.

6. HR selects methods.
7. It ensures fairness.
8. It improves decision-making.

FAQ

1. What are appraisal methods?
Ways to evaluate performance.
2. Examples?
Rating scale and 360-degree feedback.
3. Why important?
Improves evaluation.
4. Who selects methods?
HR.

Class 34: 360-Degree Feedback

Class Notes

1. 360-degree feedback collects feedback from multiple sources.
2. It includes peers, managers, and subordinates.
3. It provides comprehensive evaluation.
4. It improves self-awareness.
5. It supports development.
6. It reduces bias.

7. HR manages the process.
8. It improves performance.

FAQ

1. What is 360-degree feedback?
Feedback from multiple sources.
2. Why important?
Provides complete evaluation.
3. Who gives feedback?
Peers, managers, subordinates.
4. Benefit?
Improves performance.

Class 35: Performance Standards

Class Notes

1. Performance standards define expected performance.
2. They guide employee behavior.
3. They ensure consistency.
4. They improve evaluation accuracy.
5. They align with goals.
6. HR sets standards.
7. They support performance measurement.

8. Clear standards improve results.

FAQ

1. What are performance standards?
Expected performance levels.
2. Why important?
Guide employees.
3. Who sets them?
HR.
4. Benefit?
Improves evaluation.

Class 36: Performance Feedback

Class Notes

1. Feedback provides information about performance.
2. It helps improve behavior.
3. It motivates employees.
4. It supports development.
5. It should be continuous.
6. HR encourages feedback.
7. It improves communication.
8. It enhances performance.

FAQ

1. What is feedback?
Information about performance.
2. Why important?
Improves behavior.
3. Who gives feedback?
Managers and HR.
4. Benefit?
Improves performance.

Class 37: Performance Improvement

Class Notes

1. Performance improvement focuses on enhancing performance.
2. It identifies weaknesses.
3. It provides training and support.
4. It improves productivity.
5. It reduces errors.
6. HR supports improvement plans.
7. Continuous improvement is important.
8. It leads to success.

FAQ

1. What is performance improvement?
Enhancing performance.
2. Why important?
Improves productivity.
3. How achieved?
Training and support.
4. Who manages it?
HR.

Class 38: Employee Motivation

Class Notes

1. Motivation encourages employees to perform better.
2. It increases productivity.
3. It improves job satisfaction.
4. It reduces turnover.
5. It supports organizational goals.
6. HR uses motivation strategies.
7. Rewards improve motivation.
8. It enhances performance.

FAQ

1. What is motivation?
Encouraging performance.

2. Why important?
Improves productivity.
3. How to motivate?
Rewards and recognition.
4. Who manages motivation?
HR.

Class 39: Rewards and Incentives

Class Notes

1. Rewards recognize employee performance.
2. Incentives motivate employees.
3. They improve productivity.
4. They increase satisfaction.
5. They support retention.
6. HR designs reward systems.
7. Monetary and non-monetary rewards exist.
8. They improve performance.

FAQ

1. What are rewards?
Recognition for performance.
2. What are incentives?
Motivational benefits.

3. Why important?
Increase motivation.
4. Who designs them?
HR.

Class 40: Importance of Performance Management

Class Notes

1. Performance management improves efficiency.
2. It aligns employees with goals.
3. It improves productivity.
4. It supports development.
5. It enhances communication.
6. It reduces errors.
7. It ensures accountability.
8. It drives organizational success.

FAQ

1. Why is performance management important?
Improves productivity.
2. How does it help employees?
Supports development.
3. How does it help organizations?
Improves efficiency.

4. Who benefits?
Employees and organizations.

Class 41: Introduction to Compensation Management

Class Notes

1. Compensation management deals with employee salary and benefits.
2. It ensures fair payment.
3. It motivates employees.
4. It improves retention.
5. It supports performance.
6. HR designs compensation systems.
7. It includes salary and incentives.
8. It ensures job satisfaction.

FAQ

1. What is compensation management?
Managing employee pay.
2. Why important?
Motivates employees.
3. Who manages it?
HR.
4. What does it include?
Salary and benefits.

Class 42: Components of Compensation

Class Notes

1. Compensation includes salary and benefits.
2. It has fixed and variable components.
3. Salary is fixed pay.
4. Incentives are variable pay.
5. Benefits include insurance.
6. It improves satisfaction.
7. HR designs components.
8. It supports retention.

FAQ

1. What are compensation components?
Salary and benefits.
2. What is fixed pay?
Regular salary.
3. What is variable pay?
Incentives.
4. Why important?
Improves satisfaction.

Class 43: Salary Structure

Class Notes

1. Salary structure defines pay components.
2. It includes basic, HRA, allowances.
3. It ensures transparency.
4. It helps budgeting.
5. It improves satisfaction.
6. HR designs salary structure.
7. It ensures fairness.
8. It supports compliance.

FAQ

1. What is salary structure?
Breakdown of salary.
2. What does it include?
Basic and allowances.
3. Why important?
Ensures transparency.
4. Who designs it?
HR.

Class 44: Incentives and Bonus

Class Notes

1. Incentives reward performance.
2. Bonus is additional payment.
3. They motivate employees.
4. They improve productivity.
5. They increase satisfaction.
6. HR designs incentive plans.
7. They support performance.
8. They reduce turnover.

FAQ

1. What are incentives?
Performance rewards.
2. What is bonus?
Extra payment.
3. Why important?
Motivates employees.
4. Who designs them?
HR.

Class 45: Employee Benefits

Class Notes

1. Benefits include insurance and leave.
2. They improve employee welfare.
3. They increase satisfaction.
4. They support retention.
5. They improve work-life balance.
6. HR manages benefits.
7. They enhance motivation.
8. They improve performance.

FAQ

1. What are employee benefits?
Extra facilities for employees.
2. Examples?
Insurance and leave.
3. Why important?
Improves satisfaction.
4. Who manages them?
HR.

Class 46: Wage and Salary Administration

Class Notes

1. It manages wages and salaries.
2. It ensures fair payment.
3. It follows legal rules.
4. It improves employee trust.
5. HR manages administration.
6. It ensures consistency.
7. It supports compliance.
8. It improves satisfaction.

FAQ

1. What is wage administration?
Managing wages.
2. Why important?
Ensures fairness.
3. Who manages it?
HR.
4. Benefit?
Improves trust.

Class 47: Job Evaluation

Class Notes

1. Job evaluation determines job value.
2. It helps set salary.
3. It ensures fairness.
4. It compares jobs.
5. HR conducts evaluation.
6. It supports compensation design.
7. It improves equity.
8. It reduces disputes.

FAQ

1. What is job evaluation?
Determining job value.
2. Why important?
Ensures fairness.
3. Who conducts it?
HR.
4. Outcome?
Salary structure.

Class 48: Pay Equity

Class Notes

1. Pay equity ensures equal pay.
2. It avoids discrimination.
3. It improves fairness.
4. It builds trust.
5. HR ensures equity.
6. It supports legal compliance.
7. It improves morale.
8. It enhances reputation.

FAQ

1. What is pay equity?
Equal pay for equal work.
2. Why important?
Ensures fairness.
3. Who ensures it?
HR.
4. Benefit?
Improves trust.

Class 49: Compensation Policies

Class Notes

1. Policies guide compensation decisions.
2. They ensure consistency.
3. They support fairness.
4. They align with goals.
5. HR develops policies.
6. They improve transparency.
7. They reduce conflicts.
8. They support compliance.

FAQ

1. What are compensation policies?
Guidelines for pay.
2. Why important?
Ensures consistency.
3. Who develops them?
HR.
4. Benefit?
Improves fairness.

Class 50: Importance of Compensation Management

Class Notes

1. It improves employee satisfaction.
2. It motivates employees.
3. It improves retention.
4. It supports performance.
5. It attracts talent.
6. HR manages systems.
7. It ensures fairness.
8. It supports success.

FAQ

1. Why is compensation important?
Motivates employees.
2. How helps organization?
Improves performance.
3. Who benefits?
Employees and organization.
4. Who manages it?
HR.

Class 51: Introduction to Industrial Relations

Class Notes

1. Industrial Relations (IR) refers to the relationship between employers and employees.
2. It ensures harmony in the workplace.
3. It helps in conflict resolution.
4. It improves communication.
5. It supports productivity.
6. HR manages industrial relations.
7. It includes unions and management interaction.
8. Good IR ensures organizational success.

FAQ

1. What is Industrial Relations?
Relationship between employer and employees.
2. Why is it important?
Ensures harmony and productivity.
3. Who manages IR?
HR professionals.
4. What does IR include?
Employer-employee relationship.

Class 52: Trade Unions

Class Notes

1. Trade unions are organizations of workers.

2. They protect employee rights.
3. They improve working conditions.
4. They support collective voice.
5. They help in negotiation.
6. They reduce exploitation.
7. HR interacts with unions.
8. They promote fairness.

FAQ

1. What is a trade union?
Worker organization.
2. Why important?
Protects employee rights.
3. What do unions do?
Negotiate and represent workers.
4. Who interacts with unions?
HR.

Class 53: Collective Bargaining

Class Notes

1. Collective bargaining is negotiation between employer and employees.
2. It resolves disputes.

3. It improves agreements.
4. It ensures fair wages.
5. It improves relations.
6. It involves unions.
7. HR supports bargaining.
8. It promotes harmony.

FAQ

1. What is collective bargaining?
Negotiation process.
2. Why important?
Resolves disputes.
3. Who participates?
Employer and employees.
4. Outcome?
Agreement.

Class 54: Industrial Disputes

Class Notes

1. Industrial disputes are conflicts between employer and employees.
2. They affect productivity.

3. They arise due to disagreements.
4. They may lead to strikes.
5. They need resolution.
6. HR manages disputes.
7. Proper handling reduces conflict.
8. It ensures stability.

FAQ

1. What is industrial dispute?
Conflict in workplace.
2. Why occurs?
Disagreement.
3. Who manages it?
HR.
4. Impact?
Reduces productivity.

Class 55: Conflict Management

Class Notes

1. Conflict management resolves workplace issues.
2. It improves relationships.
3. It reduces tension.
4. It promotes teamwork.

5. It requires communication.
6. HR manages conflict.
7. It ensures harmony.
8. It improves performance.

FAQ

1. What is conflict?
Disagreement.
2. What is conflict management?
Resolving conflict.
3. Why important?
Improves teamwork.
4. Who manages it?
HR.

Class 56: Grievance Handling

Class Notes

1. Grievance is employee complaint.
2. Grievance handling resolves complaints.
3. It improves satisfaction.
4. It reduces conflict.
5. It ensures fairness.

6. HR manages grievances.
7. It improves trust.
8. It supports relations.

FAQ

1. What is grievance?
Employee complaint.
2. Why important?
Improves satisfaction.
3. Who handles it?
HR.
4. Outcome?
Conflict resolution.

Class 57: Discipline Management

Class Notes

1. Discipline ensures rule-following.
2. It maintains order.
3. It improves behavior.
4. It ensures efficiency.
5. It requires policies.
6. HR manages discipline.

7. It reduces misconduct.
8. It improves performance.

FAQ

1. What is discipline?
Following rules.
2. Why important?
Maintains order.
3. Who manages it?
HR.
4. Benefit?
Improves performance.

Class 58: Labor Laws

Class Notes

1. Labor laws regulate employment.
2. They protect employee rights.
3. They ensure fair treatment.
4. They define working conditions.
5. HR ensures compliance.
6. They reduce disputes.
7. They promote fairness.

8. They support stability.

FAQ

1. What are labor laws?
Employment rules.
2. Why important?
Protect employees.
3. Who ensures compliance?
HR.
4. Benefit?
Fair treatment.

Class 59: Employee Welfare

Class Notes

1. Employee welfare improves well-being.
2. It includes facilities and benefits.
3. It improves satisfaction.
4. It supports retention.
5. It enhances productivity.
6. HR manages welfare.
7. It improves morale.
8. It supports development.

FAQ

1. What is employee welfare?
Employee well-being support.
2. Why important?
Improves satisfaction.
3. Who manages it?
HR.
4. Benefit?
Improves productivity.

Class 60: Importance of Industrial Relations

Class Notes

1. IR ensures workplace harmony.
2. It improves communication.
3. It reduces conflict.
4. It improves productivity.
5. It supports cooperation.
6. HR manages IR.
7. It improves performance.
8. It ensures success.

FAQ

1. Why is IR important?
Ensures harmony.
2. How helps organization?
Improves productivity.
3. Who manages IR?
HR.
4. Who benefits?
Employees and organization.

Class 61: Introduction to HR Audit

Class Notes

1. HR audit is the evaluation of HR policies and practices.
2. It checks effectiveness of HR functions.
3. It ensures compliance with laws.
4. It identifies strengths and weaknesses.
5. It improves HR performance.
6. HR audit is conducted periodically.
7. It supports strategic planning.
8. It improves organizational efficiency.

FAQ

1. What is HR audit?
Evaluation of HR practices.

2. Why is it important?
Improves HR effectiveness.
3. Who conducts HR audit?
HR professionals or auditors.
4. What is its purpose?
To improve HR performance.

Class 62: Objectives of HR Audit

Class Notes

1. HR audit aims to evaluate HR performance.
2. It ensures legal compliance.
3. It identifies gaps in HR practices.
4. It improves efficiency.
5. It supports decision-making.
6. It ensures policy effectiveness.
7. It enhances HR strategy.
8. It promotes continuous improvement.

FAQ

1. What are objectives of HR audit?
To evaluate HR functions.

2. Why important?
Ensures compliance and efficiency.
3. What does it identify?
Gaps in HR practices.
4. Outcome?
Improved HR performance.

Class 63: HR Audit Process

Class Notes

1. HR audit follows a structured process.
2. It includes planning and data collection.
3. It involves analysis and evaluation.
4. It identifies gaps and issues.
5. It provides recommendations.
6. HR manages the audit process.
7. It improves HR effectiveness.
8. It supports better decisions.

FAQ

1. What is HR audit process?
Steps to evaluate HR.
2. What are steps?
Planning, data collection, evaluation.

3. Why important?
Improves HR practices.
4. Who manages it?
HR.

Class 64: HR Metrics and Analytics

Class Notes

1. HR metrics measure HR performance.
2. Analytics helps in decision-making.
3. It includes turnover and productivity data.
4. It improves HR strategy.
5. It supports data-driven decisions.
6. HR uses tools for analysis.
7. It improves efficiency.
8. It enhances performance.

FAQ

1. What are HR metrics?
Measures of HR performance.
2. Why important?
Supports decision-making.
3. What is HR analytics?
Data analysis in HR.

4. Benefit?
Improves efficiency.

Class 65: Emerging Trends in HRM

Class Notes

1. HRM is evolving with technology.
2. AI and automation are used.
3. Remote work is increasing.
4. Digital HR is growing.
5. Employee experience is important.
6. HR analytics is widely used.
7. Learning is continuous.
8. Trends improve HR practices.

FAQ

1. What are HR trends?
New developments in HR.
2. Example?
AI and remote work.
3. Why important?
Improves HR practices.
4. Who adopts trends?
Organizations.

Class 66: Future of HRM

Class Notes

1. HRM will become more technology-driven.
2. AI will play a major role.
3. Focus will be on employee experience.
4. Data-driven decisions will increase.
5. HR roles will become strategic.
6. Continuous learning will be important.
7. Flexibility will increase.
8. HR will drive organizational success.

FAQ

1. What is future of HRM?
Technology-driven HR.
2. What role will AI play?
Major role in HR.
3. What will HR focus on?
Employee experience.
4. Why important?
Ensures future success.