Indian Standard

GLOSSARY OF TERMS IN HUMAN RESOURCE DEVELOPMENT

FOREWORD

This Indian Standard was adopted by the Bureau of Indian Standards, after the draft finalized by the Management and Productivity Sectional Committee had been approved by the Management and Systems Division Council

Human Resource Development (HRD) is part of Human Resource Management (HRM) function of an organization, focused at development of employees through a wide range of interventions including Recruitment, Training, Career Planning, Job Enrichment, Job Rotation, Job Enlargement, Competence Building — Knowledge, Skills and Attitudes, Organizational Behaviour — Communication, Team Building, Interpersonal Relations, Performance Management including Reward and Recognition. HRD focuses on enhancing employee capacity, better quality of work life and achievement of organizational goals and objectives through increased organizational effectiveness.

The composition of the Committee responsible for formulation of this standard is given in Annex A.

This standard has been prepared for the guidance of all organizations to assist them in the correct interpretation of terms used in Human Resource Development. It is hoped that this glossary of terms will help in establishing a generally recognized usage and eliminate ambiguity and confusion that might arise from individual interpretation of terms. This standard is intended mainly to cover definitions of terms relating to human resource development, and it does not necessarily include all the legal meanings of the terms.

1 SCOPE

This standard is intended to define and explain the terms commonly used in Human Resource Development,