

SYLLABUS

B.Com (Semester-II)

BCM 207 : HUMAN RESOURCE MANAGEMENT

(P.U.)

Time : 3 Hours

Max. Marks : 100

External Assessment : 80 Marks

Internal Assessment : 20 Marks

UNIT-I

Human Resource Management: Introduction, Meaning and Definitions, Brief history, Nature, Functions, Importance and Limitations of HRM. Challenges faced by Modern HR Managers.

Human Resource Planning : Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR planning, Types, Benefits, Problems in HR planning and Suggestions for making HR Planning Effective, Succession planning.

Job Analysis and Job Design : Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design - Meaning, Objectives and Techniques of Job Design.

Recruitment and Selection : Meaning and Definitions, Importance and Purpose, Process, Factors affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in recruitment. Selection : Meaning and definition, procedure, selection Process.

Placement and Induction : Meaning, Principles and Problems in Placement. Induction : Meaning, Objectives, Contents, Elements, Procedure and problems in Induction.

CONTENTS

UNIT-II

Training : Concepts, Importance, Identification of Training Needs. Types of Training : On-the-job and Off-the-job methods of training. Designing and Evaluation of Training Programmes.

Executive Development : Meaning, difference between training and development, Methods and Principles of Executive Development.

Performance Appraisal : Concept, Objectives, Methods of Performance, Appraisal ; How to make it effective, Ethical Issues in Performance Appraisal. Potential Appraisal.

Internal Mobility and Transfers : Promotions, demotions and other forms of Separations - Definitions, Purpose, and Basis. Transfer : Definition, Purpose, Types and Transfer Policy.

Compensation Management : Concept, policies and Administration, Methods of Wage payments and Incentive plans, Fringe Benefits.