

Course No.: 301 HUMAN RESOURCE MANAGEMENT (HRMT IX) (For B.Com General And Hrm)

Marks: 80

Hours: 40

Objective: The main objective of this paper is to provide theoretical knowledge about HRM and its different aspects.

Course Contents:

Unit-I Nature and Scope of HRM-Meaning, definitions, Nature, Objectives, Scope, Functions. Personnel Management and HRM. Importance of HRM, Evolution and Development of HRM.

20: 10 hrs

Unit-II Human Resource Planning-Meaning, Objectives, Importance, Process, Effective Human Resource Planning, Problems of Human Resource Planning. Job Analysis-Meaning, aspects and Process of job Analysis, Job Design, Job Enrichment.

20: 10 hrs

Unit-III Recruitment-Meaning, definitions, Sources, Process, Constraints, Recruitment Processes in India. Selection- Meaning, Purposes, Process, Need for Scientific Selection. Placement, Induction, Inductive Training in India.

20: 10 hrs

Unit-IV Employee Training-Concept, Needs, Areas of Training, Methods of Training. Executive Development. Compensation Administration-Meaning and Objectives. Incentives and Employee Benefits-Meaning and Importance.

20: 10 hrs

Text and Reference Books:

- 1.Rao VSP: Human Resource Management-Text and Cases; Excel Books, New Delhi-110028.
- 2.Khanka S. S.: Human Resource Management (Text and Cases); S. Chand, New Delhi-110055
3. Jyothi. P. and Venkatesh D.N.: Human Resource Management, Oxford University Press, New Delhi.
- 4.Mondy: Human Resource Management, Pearson, New Delhi.
- 5.Pande and Basak: Human Resource Management, Text and Casrs, Pearson, New Delhi.