

B.COM SECOND YEAR
SEMESTER III
HUMAN RESOURCE MANAGEMENT
CORE COURSE

Course Content:

Module No.	Topics / Chapters Name	% Weightage
I	<p>INTRODUCTION TO HRM</p> <p>(A) An Overview of HRM</p> <ul style="list-style-type: none"> • Definition & characteristics • Difference between HRM & Personnel Management • Scope of HRM • Functions of HRM • Importance of HRM <p>(B) Human Resource Planning</p> <ul style="list-style-type: none"> • Definition & Characteristics • Types of HR Planning • Process of HR Planning 1) Demand Forecasting Methods 2) Supply Forecasting Methods <p>(C) Job Analysis</p> <ul style="list-style-type: none"> • Meaning & Process(Methods of • data collection) 	25%
II	<p>RECRUITMENT AND HR DEVELOPMENT</p> <p>(A) Recruitment & Selection</p> <ul style="list-style-type: none"> • Definition & Modern Sources of recruitment • Definition & Process of Selection • Types of Selection Test • Different types of job interviews • Difference between Recruitment & Selection • The concept of induction <p>(B) HR Development</p> <ul style="list-style-type: none"> • Meaning & Functions • Methods • Needs 	25%
III	<p>TRAINING AND DEVELOPMENT</p> <p>(A) Training</p> <ul style="list-style-type: none"> • Meaning & Needs • Procedure 	25%

	<ul style="list-style-type: none"> • Methods <p>(B) Development</p> <ul style="list-style-type: none"> • Meaning & Needs • Methods • Importance <p>(C) Job Design</p> <ul style="list-style-type: none"> • Definition & modern methods • Work simplification • Job Rotation • Difference between Job Enrichment & Job Enlargement • Tools to improve employee job satisfaction 	
IV	<p>EVALUATING & REWARDING EMPLOYEES</p> <p>(A) Performance Appraisal</p> <ul style="list-style-type: none"> • Definition & importance • Methods (360 degree, MBO, critical incident etc..) • Definition of job evaluation • Job evaluation Process <p>(B) Promotion, Transfer & Separation</p> <ul style="list-style-type: none"> • Definition & causes of Promotion • Types & bases of Promotion • Definition & causes of Transfer • Definition & causes of Separation • An Overview of Factories Act • Payment of Wages Act • Minimum Wages Act and Employees State Insurance(ESI)Act 	25%