

B.Com. (Hons.) First year

Human Resource Management

In Force from 2011-12

Semester I

1. **Human Resource Management** :- Meaning, Meaning and characteristics Personnel Management, Human Resource Development and Personnel Management, Scope of Human Resource Management **(25%)**
2. **Job- Requirement** :- Job Analysis, Job Description, Job Specification, Job Requirement, Employee Specification. **(15%)**
3. **Human Resource Planning** :- Meaning, Importance, Process, Factors influencing to HRP, Limitations. **(15%)**
4. **Human Resource Development** :- Meaning, General ideas in its different elements Recruitment and Selection Process : Recruitment - Steps of Recruitment, Recruitment Policy, Source of Recruitment, Techniques of Recruitment Selection - Selection Procedure. **(25%)**
5. **Employee Training** :- Needs, Importance, Principles, Steps in Training programmes, Methods. **(10%)**
6. **Executive Development** :- Importance, Concepts, Process, Components, Methods **(10%)**

Reference Books :

1. Human Resource Management and Human Relation - V.P. Michale
2. Human Resource Management - V. V. Khanzode
3. Management of Human Resource - Lallan Prasad, A. M. Bennerjee
4. Personnel Management - C. B. Mamoria
5. Theory of Motivation - Bolles R. C.
6. Applied Human Relation : An Organizational Approach - Halloan Jack

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Semester II

1. **Job Evaluation Techniques** :- Definition, Objectives, Principals, Procedure, Advantages, Methods, Limitations. **(15%)**
2. **Motivation** :- Meaning, Objectives, Types, Techniques, Theories **(15%)**
3. **Employee Morale** :- Meaning, Definition, Factors Affecting to Morale, Types **(15%)**
4. **Leadership** :- Definition, Characteristics, Classification, Leadership Styles, Approaches, Factors affecting to Choice of Leadership Theories. **(15%)**
5. **Grievances and Grievance Handling** :- Meaning, Causes, Need, Grievance Redressal, Basic Elements of Grievance Procedure. **(15%)**
6. **Industrial Unrest** :- Meaning, Forms, Types, Causes and effects, Statutory Provisions for settlement the Industrial Disputes, Types of Settlement of Industrial Disputes. **(25%)**

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