

K L UNIVERSITY
DEPARTMENT OF COMMERCE
B.Com (Honours) (Accounting & Finance)
IV - SEMESTER

Human Resource Management

Unit - 1 : Human Resource Management (Hours : 5)

Meaning, Definition, Nature, Scope, Significance and Objectives, Evolution and Development of Human Resource Management, Role of Human Resource Manager, Duties, and Responsibilities of Human Resource Manager.

Unit – II: Human Resource Planning (Hours : 6)

Meaning, Importance and Need for Human Resource Planning, Benefits of Human Resource Planning, Limitations, Steps in the Process of Human Resource Planning, Guidelines for effective Human Resource Planning.

Unit – III: Job Analysis and Job Design (Hours : 10)

Job Analysis, Concepts, Objectives, Significance, Process of Job Analysis, Techniques of Job Analysis, Job Description, Job Specification, Job Design, Methods of Job Design.

Unit - IV: Recruitment, Selection and Training(Hours : 12)

Recruitment – Need for Recruitment, Techniques, Sources - Internal and External Sources, Process of Recruitment, Recruitment Policy, Selection, Steps in Selection Process, Tests and Interviews, Types, Group Discussion, Placement and Induction. Employee Training - Need and Importance/Objectives, Types and Methods of Training, Benefits of Training, Identification of Training Needs, Designing Training Programmes, Executive Development Programme – Need and Techniques

Unit V: Performance Appraisal(Hours : 12)

Meaning of Performance Appraisal, Objectives of Performance Appraisal, Methods of Performance Appraisal and Limitations, Principles and Techniques of Wage Fixation, Job Evaluation, Compensation, Objectives of Compensation – based Appraisals – Process of performance appraisal - – Bias in Performance Appraisal – 360° preference appraisals – BOS and BARS – Methods of Job Evaluation and Incentive payments – Employee welfare.

Text Book

1. C. B. Gupta , Human Resource Management, Sultan Chand and Sons, 2009, 2nd Edition, New Delhi
2. K.Aswathappa, Human Resource Management, Tata McGraw Hills, 2008, 5th Edition, New Delhi.,

Reference Books

1. P. Subba Rao , Human Resource Management, Himalaya Publishing House,2010, 1st Edition, Mumbai.
2. L. M. Prasad , Human Resource Management, Sultan Chand and Sons, 2008, 2nd Edition, New Delhi.
3. Kanka , Human Resource Management, S Chand Publication, 2010, Rep. Edition, New Delhi.

4. Rao V.S.P , Human Resource Management, Excel Publication, 2005, 2nd Edition, New Delhi.
5. Derek Torrington and Loura Hall, Human Resource Management, Perason Education, 2009, 7th Edition, New Delhi.