

SYLLABUS

PANJAB UNIVERSITY

B.Com., (2nd Semester)

BCM 207: HUMAN RESOURCE MANAGEMENT

Objective: *The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.*

UNIT – I

Human Resource Management: Introduction, Meaning and Definition, Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges HRM.

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR, 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, Selection Process and Methods.

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

UNIT – II

Training and Development: 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. Meaning of Development, Difference between Training and Development.

Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to make it Effective.

Internal Mobility and Transfers: Promotions, Demotions and Other Forms of Separations-Definitions, Purpose, and Basis of Promotions. Transfer: Definition, Purpose, Types and Transfer Policy

Compensation Management: Concept, Methods of Wage Payment and Incentive Plans, Fringe Benefits.