

SYLLABUS

PANJAB UNIVERSITY, CHANDIGARH

B.Com. 2nd Semester

BCM 207 : HUMAN RESOURCE MANAGEMENT

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

UNIT-I

Human Resource Management : Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges in 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 of 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 in 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 : Definitions, Purpose, Types and Transfer Policy.

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