

3305

B.Com. III Year

HUMAN RESOURCE MANAGEMENT

1. Human Resource Management:- Meaning, Definition, Nature, Functions Importance, Scope and Concept of HRM. Micro & Macro approaches to HRM.
2. Human Resource Planning:- Concept of HRP, HR Accounting, Assessment of Human Resource Requirement, HR forecasting, Job Analysis, Drafting for Recruitment advertising. Succession Planning.
3. HRM Mechanism:- Basic concepts of recruitment, selection, induction, Training & Development; Performance appraisal, Promotion, demotion and transfer, Separation. Wage and Salary Administration, Methods of wage payment, Incentive Plans, Fringe Benefits
4. HR Compensation : Salary And Wage Administration, Methods Of Wage Payment, Incentive And Fringe Benefit..
5. HR Strategy, Cultural Diversity : HR Relations-grievance, Prevention and settlement of HR Dispute.

Suggested Readings:

1. Chundawat, Jain, Sharma and Kicha –Human Resource Management(RBD,Jaipur)
2. Prof. Vijay Shrimali, Dr. Mukesh Prajapat, Dr. Anushree Sharma- Human Recourse Management, Himanshu Publication, Udaipur
3. Arun Monappa & Sayadin- pers. Mgt.-Tat McGraw 2. Dessler-HRM-EEE, Prentice Hall
4. E.B. Flippo-Personnel Management-Tat MCGraw
5. Pates Dowling, Watch & Schuller0International HRM-South Western College Pub. Cinechinati.
6. Pattanaik-HRM-Himalay.
7. Rao P.L. -International Human Resource
8. T.N. Chabra-HRM-Dhanpat Rai & Co.