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M. COM. (PREVIOUS)

BUSINESS ADMINISTRATION

6.3 HUMAN RESOURCE MANAGEMENT

1. Human Resource Management: Concept of HRM & Personnel Management, Objectives, Scope, Importance and functions of HRM environment in India.
2. Manpower planning: Concept, nature, objectives, need and process, concept of job analysis- job description and job specification, job enrichment, job rotation
3. Concept of Recruitment & Selection:

Recruitment – Meaning, policies, sources- internal and external their merits and demerits

Selection- Meaning, essentials, procedure of selection, concept of training & development determining training needs, design, methods and evaluation of training programmes

4. Employee Remuneration: Meaning, components, factors internal and external, division of remuneration plans and challenges, Wages policy in India. Incentive payments- meaning, prerequisites, scope and types.
5. Industrial disputes: Meaning Causes, settlement, collective bargaining, grievance procedure arbitration, conciliation, adjudication, consultative machinery, participative management- meaning, evaluation, scope importance and limitations

Suggested Readings

1. Chundawat & Kicha -Human Resource Management (RBD, Jaipur)
2. Prof. Vijay Shrimali, Dr. Mukesh Prajapat, Dr. Anushree Sharma-Human Recourse Management, Himanshu Publication, Udaipur
3. G.S.Sudha –Human Resource Management (RBD, Jaipur)
4. T.N.Chhabra- Human Resource Management (Dhanpat Rai & Co(P) Ltd)
5. K. Aswathappa-Human Resource Management (Tata McGraw Hill Publishing Co. Ltd.)
6. Memoria, C.B.: Personnel Management, Himalaya. 3. Memoria and Dashora: Sevivargia Prabandh