

## BS (4 Years) for Affiliated Colleges



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Code	Subject Title	Cr. Hrs	Semester
COMM-402	Human Resource Management	3	VII
Year	Discipline		
3	Commerce		

### INTRODUCTION

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- Management
- Human Resource Management
- Functions of HR Managers
- Challenges to Human Resource Management
- Human Resource Manager Proficiencies
- Strategic Human Resource Management
- The Context of Human Resource Management

### ACQUIRING PEOPLE

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- Selection, Why Selection is Important?
- Job Analysis (Job Description and Job Specifications)
- Job Analysis Information and its Uses
- Methods of collecting Job Analysis Information
- Writing JOB DESCRIPTION
- Writing JOB SPECIFICATIONS
- Job Design and related issues (Job Enlargement, Job Rotation, Job Enrichment)
- Recruiting (Internal and External Sources of Candidates)
- Testing (measuring Knowledge, Skills and Abilities)
- Interview (Types of Interview, Interview's Usefulness)

### TRAINING PEOPLE

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- Orientation
- Training and Development
- Training and Development Process
- Training Methods (On-the-Job Training / Off-the-Job Training)

- Evaluating the Training Effort

## **APPRAISING PEOPLE**

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- Performance Management
- Performance Appraisal
- Steps in Appraising Performance
- Performance appraisal techniques
- Appraisal Problems
- How to Avoid Appraisal Problems?
- Who should do appraising?
- Career Management, Career Development, Career Planning
- Roles in Career Development (Employee's Role, Employer's Role)
- Promotions and Transfers
- Retirement

## **COMPENSATING PEOPLE**

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- Employee Compensation (Direct and Indirect Payments)
- Important Compensation Terms (Monetary and others)
- How to establishing Pay Rates?
- Employee Incentives and Benefits
  - Individual Employee Incentives
  - Group Incentives
  - Organization-wide Pay Plans

## **Books Recommended (Latest Editions)**

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- Dessler, Human Resource Management, (Dessler), Latest Edition
- Human Resource Management, (DeCenzo, and Robbins), Latest Edition
- Managing Human Resources, (Cascio), latest Edition