

BCM-05– Human Resource Management.

Objective:

This course familiarizes the students with the basic of Human Resource Management.

Unit- I : **An Introduction to HRM** : Introduction, Distinction between personal Management & HRM; Human Resources and its importance; Evolution of HRM, Human Relations Theory; Objectives of Human Relations.
HRM in India: Introduction, HRM in India; Human Relation Movement; Scope of HR in India.

Unit-II : **HR Planning** : Introduction; human Resources Planning; Need for HR Planning; process of HR Planning; HR Planning system; Responsibility of HR Planning.

Unit-III: **Procurement Process:** Recruitment & Selection – Introduction, concept of recruitment, factors affecting recruitment, sources of recruitment, recruitment and selection policies, recruitment practices in India, concept of selection – selection Techniques.

Unit-IV: **Human Resource Development:** Training & Development – Introduction, Meaning of training, Importance of training, Training needs Identification, types and techniques of training, need and importance of Management Development, Training Evaluation, Why training fails?.

Unit-V: **Employee Growth & Performance Appraisal:** Employee growth – concept of employee growth, career planning, succession planning, other career programmes.
Performance Appraisal – Concept and need of employee review, concept of employee Appraisal, types of appraisal method – Individual evaluation methods, Multiple – person evaluation methods, 360 degree appraisal, MBO.

Suggested Reading:

1. Personal Management: C. B. Mamoria, Himalaya Publishing House Mumbai.
2. Human Recourse Management: Robins P. Stephen, Prentice Hall of India (P. Limited, New Delhi)
3. Personal Management F. B. Flippo, MacGraw Hill, New Delhi.
4. Human Resource Development: Bhatia & Verma, Deep & Deep Publication.