

V.S.M.COLLEGE (A):: RAMACHANDRAPURAM
II BBA-3rd SEMESTER - SYLLABUS
SUBJECT: COMMERCE AND MANAGEMENT

PAPER 2: HUMAN RESOURCE MANAGEMENT
w.e.f:2020-21 Admitted Batch

CODE: 1634108

DSC 2C:HUMAN RESOURCE MANAGEMENT

LEARNING OUTCOMES

1. Functions of human resource management
2. Explain how globalization is influencing human resources management
3. Role of human resource manager
4. Increasing significance of human resource management

Unit-I: Introduction to Human Resource Management: Introduction, Concept of Human Resource Management, **Scope of Human Resource Management**, History of Human Resource Management, Function of Human Resource Management, **Role of HR Executives**.

Unit-II: HRM in India: Introduction, Changing Role of Human Resource in India, Globalization, And Its Impact on HR.

Unit-III: Human Resource Planning: Process of Human Resource Planning, Need for Human Resource Planning, **HR Forecasting Techniques**, Successful Human Resource Planning.

Unit-IV: Recruitment and Selection: **Concept of Recruitment**, Factors Affecting Recruitment, Sources of Recruitment, **Recruitment Policy**, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction.

Unit-V: Training and Management Development: Meaning of Training, Area of Training, Methods of Training, **Concept of Management Development**, Management Development Methods, Differences between Training and Development, Evaluation of Training and Management Development.

References:

- 1.D'cenzo, David A., Stephen P. Robbins, and Susan L. Verhulst, Human Resource Management, John Wiley and Sons, NewDelhi.
2. Gomez-Mejia, Luis R., D. B. Balkin, and R. L. Cardy, Managing Human Resources, Prentice Hall, NewJersey.
3. Ian, Beardwell, and Len Holden, Human Resource Management, Prentice Hall.
- 4.Dessler, Garry, Human Resource Management, Prentice Hall of India. Department of Commerce, University of Delhi 20
5. Saiyadain, Mirza S., Human Resource Management, Tata McGraw-Hill Pub. Co. Ltd., New Delhi.