

BCM-202 HUMAN RESOURCE MANAGEMENT

Course Objective: The objective of the course is to familiarize students with the different aspects of managing Human Resources in the organization through the phases of acquisition, development and retention.

Block-1 Human Resource Management and Planning

Unit-1 Human Resource Management- An Introduction

Unit-2 Human Resource Policies and Strategies

Unit-3 Job Analysis and Job Design

Unit-4 Human Resource Planning

Block-2 Recruitment, Training and Performance Appraisal

Unit-5 Recruitment, Selection and Induction

Unit-6 Training and Development

Unit-7 Performance Appraisal

Unit-8 Career Planning and Development

Block-3 Remuneration, Promotion and Motivation

Unit-9 Wages and Salary Administration

Unit-10 Compensation and Benefits

Unit-11 Promotion and Transfer

Unit-12 Employee Motivation

Unit-13 Participation in Management

Block-4 Human Resource Information System and Collective Bargaining

Unit-14 Human Resource Information System

Unit-15 Discipline and Grievance Handling

Unit-16 Trade Union and Labour

Unit-17 Collective Bargaining

Unit-18 Emerging Trends and Issues in HRP

Suggested Readings:

1. Aswathappa, K., (2010), Human Resource Management, McGraw Hill Education.
2. Durai, Praveen, (2010), Human Resource Management, Pearson Education.
3. Jyothi, P. and Venkatesh, D.N, (2006), Human Resource Management, Oxford Higher Education.