GCM S3 02

Human Resource Management

SEMESTER- III
COMMERCE

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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COURSE INTRODUCTION

The course *Human Resource Management* of B. Com 3rd semester will focus on the different aspects of human resource management. Human resource plays a very important role in all organizations whether profit- making or non- profit making. All other resources like financial, physical etc. can be put to optimum use only by the human resource. Thus, efficiency of human resource will determine the efficiency of resource utilization by an organization. Human resource management includes various functions like, human resource planning, framing personnel policies, recruitment, selection of efficient personnel for the organization through interview etc. Besides that the human resource manager is also concerned with the training of the employees, appraisal of their performance, determining their wages and salaries as well as handling of their grievances. To perform all these functions, the human resource manager must be well versed with the concepts and techniques of human resource management. This course has been designed in such a way that the learners will get sufficient inputs in human resource management techniques.

While going through a unit, you will notice that some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Some ‘‘ACTIVITY’’ (s) has been included to help you to apply your own thoughts. Again, we have included some relevant concepts in ‘‘LET US KNOW’’ along with the text. At the end of sections, you will get ‘‘CHECK YOUR PROGRESS’’ questions. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with ‘‘ANSWERS TO CHECK YOUR PROGRESS’’ given at the end of each unit.

BACHELOR OF COMMERCE
DETAILED SYLLABUS

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UNIT 2 : Human Resource Planning 26-42
Concept of Human Resource Planning; Importance of HR Planning; Process of HR Planning Factors Affecting HR Planning; Essentials for Successful HR Planning; Barriers to HR Planning Techniques of Forecasting Human Resources; HR Planning and Corporate Objectives.

UNIT 3 : Job Analysis 43-56
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UNIT 4 : Job Design and Job Evaluation 57-81
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UNIT 5 : Recruitment 82-100
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UNIT 6 : Selection 101-113
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UNIT 7 : Training, Development and Growth 114-137
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UNIT 8 : Performance Appraisal 138-161
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UNIT 10 : Benefits and Services 178-192
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UNIT 13 : Human Resource Research 219-226
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UNIT 14 : International Human Resource Management and e- HRM 227-237
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