

SECOND YEAR B. B. A.
Paper -2 HUMAN RESOURCES MANAGEMENT
(Effective from June 1999)

- 1. Role of Personnel in an Organization :** **5%**
Meaning, aims, and scope, Characteristics and need Principles. Steps in Policy formulation.
 - 2. Foundation Course :** **15%**
Emergence of personnel function Importance, definitions and scope, foundation of personnel management Qualities of personnel manager Organization of personnel department Evolution, Growth and future of PM in India.
 - 3. Human Resource Planning :** **10%**
Concept, need Responsibility for HRP, Process of HRP, job Analysis, Job Description, Job Specification, Manpower Audit, Manpower (Inventory).
 - 4. Recruitment and Hiring :** **15%**
Recruitment - Sources of manpower. Selection- Steps in Selection Process, Application blank, testing, interview and induction.
 - 5. Training and Development :** **15%**
Need and Importance, Objectives Responsibility for training, Identifying training needs, training method for operatives, training methods for executives, Evaluation of training. Training practices in India.
 - 6. Performance Appraisal :** **10%**
Meaning and terminology, Objectives, Factors affecting performance appraisal, Essentials of a good appraisal system, limitation of appraisal method. Performance Appraisal Method-Grading method, Check-List method, Critical Incident method; man-to-man comparison method. Human Asset accounting method, and BARS method.
 - 7. Promotion and Transfer :** **10%**
Purpose of promotion, promotion policy, Criteria for promotion, Merit vs. Seniority, Demotion. Transfer : Purpose, Transfer Policy, Types and Objectives.
 - 8. Wage and Salary administration :** **10%**
Meaning, nature, purpose, factors influencing wage and salary structure, Minimum, fair and living wage, types of wages, job evaluation; Meaning, definition, importance, Steps in job evaluation, Limitations.
 - 9. Industrial Relation :** **10%**
Importance, Objectives, participants in IR, IR environment in India, Trade Unionism Concepts, functions, brief history in India, Problems of Trade Unions.
- Note :** At least one case each in Selection, Training and Development Grievance Handling performance Appraisal and promotion.