

SAINT CLARET COLLEGE, ZIRO
COMMERCE
SYLLABUS AS PER RGU SEMESTRAL SCHEME
(Subjected to syllabus enrichment by SCCZ for Claretines)

Semester IV

BCM 402: Human Resource Management

Total Marks: 100 (80- End Semester and 20- Sessional)

Objectives Having studied this paper, a student will be able to:

- a. *Explain the concept, meaning and scope of Human Resource management*
- b. *Understand the functions of Human resource Management*
- c. *Understand the responsibilities of Human Resource Manager*
- d. *Understand the various methods and techniques of Training*
- e. *Understand the various movement of Separation of employees.*

Unit 0: Baseline Analysis: Introduction of basic concepts, objectives, and goal setting.

Unit I: Introduction: Meaning, Objectives, Scopes, Importance, Functions and Responsibilities of HR Manager.

Unit II: Hiring: Meaning & Importance of Manpower Planning. Concept and Steps of Recruitment & Selection, Placement.

Unit III: Training: Meaning, Objectives, Essence and Methods of Training. Steps of Training Program.

Unit IV: Performance Appraisal: Concept, Steps, Techniques and Importance of Performance Appraisal.

Unit V: Employees Movement and Separation: Concept, Types and Principles of Transfer, Promotion and Demotion. Meaning and Types of Employee's Separation.

Unit 100: Advanced Skills: Revision of Concepts, journal magazine reviews and assignments projects.

Recommended Readings:

Pattanayak. (2012). *Human Resource Management*. New Delhi: PHI Learning Pvt. Ltd.

Aswathappa, K. (2011). *Human Resource Management*, New Delhi: McGraw Hill Companies.

Mamoria, C.B. (2010). *Personnel Management*. Mumbai: Himalaya Publishing House.

Gamlath, G. R. M. (2019). Job Satisfaction Factors of Employees in Sri Lanka Export Manufacturing Companies. *SJCC Management Research Review*, 9(1), 41-56.

Human Resource Planning Retrieved from
<http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=6>

Training and Development. Retrieved from
<http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=1610>