

## B.Com. Sem. VIII

### Human Resource Management – Syllabus

<b>Unit</b>		<b>Details of Topics</b>
Unit 1	<b>Nature and Scope</b>	Understanding the Nature and Scope of Human Resource Management, Context of Human Resource Management, Integrating HR Strategy with Business Strategy
Unit 2	<b>Planning Recruitment and Selection</b>	Human Resource Planning, Analyzing Work and Designing Jobs, Recruiting Human Resources, Selecting Human Resources, Inducting and Placing New Hires.
Unit 3	<b>Training and Career Management</b>	Training, Development and Career Management, Appraising and Managing Performance, Managing Basic Remuneration, Incentives and Performance-based Payments, Managing Employee Benefits and Services,
Unit 4	<b>Healthy Work Environment</b>	Motivation Perspectives, Empowering Employees, Communicating with Employees, Managing Betterment Work, A Safe and Healthy Environment, Managing Separations and Rightsizing

#### Recommended Books:

1. K. Aswathappa :Human Resource Management Text and Cases: Tata McGraw Hill, New Delhi
2. George W Bohlander and Scott A Snell: Principles of Human resource Management: Cengage Learning, New Delhi.
3. P.G.Aqinas: Human Resource Management Principles and Practice: Vikas Publishing House Pvt. Ltd., New Delhi