

**B. Com. – III**

**Group 'H'**

**Paper No. XV: Human Resource Management**

1. **Introduction:** Evolution of Human Resource Management (HRM); Concept, Objectives and Functions of HRM; HRM in the Indian Scenario.
2. **Human Resource Planning:** Concept; Process and Needs.
3. **Job Analysis:** Concept and Process.
4. **Recruitment and Selection:** Concept and Process.
5. **Human Resource Development:** Concept, HRD Matrix;
6. **Training and Development:** Concept, Need and Methods.
7. **Organizational Development:** Concepts and Need.
8. **Sustaining Employee Interest:** Human Relations: Concepts and Need; Compensation Plans (Salary & Wages Administration); Performance Appraisal Vs. Potential Appraisal
9. **Management of Industrial Relations:** Concept, Causes for Poor Industrial Relations; Discipline, Causes and Management of Indiscipline.
10. **Industrial Disputes:** Concept, Causes and Prevention of Industrial Disputes;
11. **Leadership:** Concept, Qualities of an Effective Leader, Leadership style.
12. **Motivation:** Concept and Meaning, Factors of Motivation, Theories of Motivation.
13. Exit Policy.
14. Human Resource Audit and Research.