

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY
SCHOOL OF COMMERCE & MANAGEMENT
B.B.A. (Bachelor of Business Administration)
Major (Core)
(SEMESTER – 4 Credit- 4)
Human Resource Management

Sr. No.	Unit	Writers Name and Contact No.
1	Introduction to Human Resource	
	<ul style="list-style-type: none"> • Introduction • Human Resource - Concept and Meaning • Characteristics of Human Resource • Objectives of Human Resource • Areas of Human Resource • Importance of Human Resource • Principles of Human Resource • Policy of Human Resource • Human Resource Management in Modern times • Human Resource Development- Brief Introduction • Summary • Exercise 	
2	Human Resource Planning-1	
	<ul style="list-style-type: none"> • Introduction • Human Resource Planning – Concept, Meaning • Need of Human Resource Planning • Objectives of Human Resource Planning • Types of Human Resource Planning • Summary • Exercise 	
3	Human Resource Planning-2	
	<ul style="list-style-type: none"> • Introduction • Process of Human Resource Planning • Benefits of Human Resource Planning • Limitations of Human Resource Planning • Methods of Human Resource Planning • Summary • Exercise 	
4	Job Planning	
	<ul style="list-style-type: none"> • Introduction • Job Analysis – Meaning • Process, • Types • Benefits • Job Evaluation • Performance Evaluation 	

	<ul style="list-style-type: none"> • Summary • Exercise 	
5	Human Resource Recruitment Selection-1	
	<ul style="list-style-type: none"> • Introduction • Human Resource Recruitment – Concept, Meaning • Importance • Need of Human Resource Recruitment • Human Resource Recruitment Methods • Summary • Exercise 	
6	Human Resource Recruitment Selection-2	
	<ul style="list-style-type: none"> • Sources of Human Resource Recruitment • Human Resource Selection – Process • Essential Element for Recruitment Selection • Summary • Exercise 	
7	Human Resource Training-Development	
	<ul style="list-style-type: none"> • Introduction • Concept and Meaning of Training • Objectives of Training • Types of Training Technics • Methods of Training Technics • Difference between Training and Development Programme • Benefits of Training • Evaluation of Training and Development Programme • Performance Evaluation • Summary • Exercise 	
8	Human Resource Job Evaluation	
	<ul style="list-style-type: none"> • Introduction • Concept and Meaning of Job Evaluation • Methods of Job Evaluation • Wage Determination and Pay/Salary Determination • Basic Principles of Wage and Pay/Salary Management • Factors Affecting Wage and Pay/Salary Management • Features of Ideal Wage System • Wage and Pay/Salary Systems • Summary • Exercise 	
9	Incentive and Performance-Based Payments	
	<ul style="list-style-type: none"> • Introduction • Nature of Incentive Payments • Prerequisites for Non-Periodic Incentive Payments • Scope of Incentive Schemes • Types of Incentive Schemes • Summary • Exercise 	
10	Motivation – Introduction	
	<ul style="list-style-type: none"> • Introduction • Meaning • Definitions • Characteristics 	

	<ul style="list-style-type: none"> • Importance • Approaches • Summary • Exercise 	
11	Communication - Introduction	
	<ul style="list-style-type: none"> • Introduction • Forms • Importance • Barriers • Inter Personal Communication • Organizational Communication • Summary • Exercise 	
12	Managing Human Resource and Welfare Work	
	<ul style="list-style-type: none"> • Introduction • Managing HR and Welfare • Concept and Meaning • Objectives • Importance and Needs • Scope • Safety of Employees and Workers • Health of Employees and Workers • Social Security • Factors affecting Social Security • Social Security Work Limitations • Legal Provisions on Workers-Based Welfare Work • Summary • Exercise 	
13	Trade Unions	
	<ul style="list-style-type: none"> • Introduction • Trade Unions Concept, Objectives, Functions, Powers • Trade Unions Functions and Responsibilities • Development of Trade Unions • Summary • Exercise 	
14	Industrial Relations	
	<ul style="list-style-type: none"> • Industrial Relations – Concept, Objectives • Reasons for Industrial Relations • Importance of Industrial Relations • Industrial Relations Programme • Scope of Industrial Relation • Summary • Exercise 	