

Revised syllabus (2019 Pattern) B.Com. Degree course (CBCS) Syllabus for

Third Year B. Com Semester – V

Subject Name: - Business Administration-II(I)

Subject Code: - 305A-II

305A-II: Business Administration-II(I)

Unit No	Unit Title	Contents
1	Introduction to Human Resource Function of Management	1.1 Meaning, Objectives and Functions of Human Resource, Difference between Human Resource Management and Human Resource Development 1.2 Organization, Scope and functions of Human Resource Department in Modern Business. 1.3 Human Resource Planning-Nature and Scope, Job Analysis-Job Description-Job specification. 1.4 Human Resource Planning-Role of Human Resource Planning, steps in Human Resource Planning, Factors influencing Human Resource Planning, Essentials of a Good Human Resource Planning, Job Analysis-Process, Tools and Techniques, Job Description & Job Specification-Meaning and Distinguish Tween Job Description & Job Specification. 1.5 Emerging Concept of H.R.D. Quality Circles, Kaizen, Talent Management and Leadership Development, HRD as a Business Partner, Visionary and Transforming Leadership, E-Learning: Integration of IT and HR, HRIS (Human Resource Information Systems), Incorporation of career development, Internal consultancy and Linkage to knowledge management
2	Recruitment and Selection	1.1 Recruitment-Meaning, Purpose/Importance, Sources of Recruitment, and Factors Governing Recruitment Process 1.2 Selection-Meaning, Importance of selection procedure, Tools of Selection and selection Process 1.3 Distinguish between Recruitment and Selection 1.4 Types of Employment tests, Types of Interviews
3	Training and Development	1.1 Meaning, Need, Objectives of Training and Development, Benefits/Importance of Training to the organization and employees. 1.2 Types of Training, Methods of Training and Development, Process/Procedure for effective Training. 1.3 Career Development, Steps in Career Development, Stages of Career Development, Advantages and Limitations of Career Development, Career Development Cycle, Career Counselling and Self Development
4	Performance Appraisal Management	1.1 Introduction, Meaning, Need and Importance of Performance Appraisal 1.2 Process of Performance Appraisal 1.3 Merits and Limitations of Performance Appraisal 1.4 Methods and Techniques of Performance Appraisal 1.5 Ethical Performance Appraisal