

**Revised Syllabus of Courses of B.Com. (Banking and Insurance)  
Programme at Semester VI**

**3. Human Resource Management**

Sr. No.	Modules / Units
<b>1</b>	<b>Framework of Human Resource Management</b>
	Introduction to HRM, Nature of HRM, Scope of HRM, Functions and Objectives of HRM, HRMPolicies and Practices, Role and Functions of HR Manager (in Banking and Insurance Sector) <b>HRM and Strategies</b> , Strategic function of HRM, Understanding and Implementing Global Competitiveness and HR, strategic HR, Linkages of Organizational and HR Strategies.
<b>2</b>	<b>HR Procurement</b>
	Job Analysis and Design- Job Analysis, Introduction, Importance, Purpose, Benefits, Job Evaluation, Competency Based Job Analysis <b>Job Design</b> - Introduction, Characteristics, Factor Affecting Job Design, Job Satisfaction.
<b>3</b>	<b>HR Planning and Recruitment</b>
	Definition, Objectives, Need and Importance of HR Planning, Preparing Manpower Inventory. Promotions and Transfers. <b>Recruitment</b> - Strategic Approach to Recruitment, Recruitment Source; Internal and External, Selection Procedure.
<b>4</b>	<b>Training and Development</b>
	Employee Training and Development - Nature and Process of Training, Training methods, On the job, Off the job. <b>Management Development Program, Performance Appraisal</b> - Definition, Methods. Advantages and Limitations of Appraisal.
<b>5</b>	<b>Compensation</b>
	Meaning, Need and Importance, Current Trends in Compensation, Team Based Incentives, Pension Schemes with Reference to Banking and Insurance, Fringe Benefits, Perquisites, Allowances and other Non - Monetary Benefits <b>Voluntary Retirement Scheme</b> - Concept, Types, Needs, Effects with reference to Banking and Insurance <b>Participative Management</b> Meaning, Levels, Types, Employee Welfare, Comparative Study of Working Conditions in Banks, Financial Institutions, Insurance Companies.