

**B.Com-II Semester****HUMAN RESOURCE MANAGEMENT****Name of the Program: Bachelor of Commerce (B.Com.)****Course Code:B.Com.2.2 (SEP SCHEME)****Name of the Course: Human Resource Management**

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
<b>4 Credits</b>	<b>4 Hrs</b>	<b>60 Hrs</b>

**Objective:** The objective of the course is to expose the students to the various aspects of human resources development strategies for better management of people in organisations

**Pedagogy:** Class-room Lecturers, Assignments and Presentations.

**Course Outcomes: On successful completion of the course, the Students will be able to**

- Understand the framework, importance, and challenges of human resource management.
- Outline the processes and methods involved in human resource planning, recruitment, and selection.
- Analyze various training and development methods and their applicability in the current organizational context.
- Evaluate the strengths and weaknesses of different performance appraisal techniques and compensation policies.
- Determine the significance of employee maintenance and employee relations, including health, safety, and welfare.

Syllabus:	Hours
<b>Module No. 1: Introduction to HRM</b>	<b>12</b>
Human Resource Management: Introduction –Evolution of HRM, Meaning, definition and Functions – Role – Human Resource management as a profession – Status and Competencies of HR Manager – HR Policies – Emerging Challenges of Human Resource Management – HRM issues in Indian organisations – Human Resource Information System– Emerging trends in HRM.	
<b>Module No. 2: Human Resources Planning, Recruitment &amp; Selection</b>	<b>15</b>
Human Resource Planning: Introduction – Concepts – Quantitative and Qualitative dimensions – Job analysis – Job description and Job specification – Importance and Benefits of HRP; Recruitment: Concepts –Sources – Techniques – Factors influencing recruitment; Selection: Concepts and Steps in Selection Process; Test and Interviews; Placement and Induction – Emerging trends in HR Planning, Recruitment and Selection.	
<b>Module No. 3: Training and Development</b>	<b>13</b>
Introduction – Concepts and Importance – Identifying Training and Development Needs – Designing Training Programmes; Role –Specific and Competency – Based Training – Evaluating Training Effectiveness–Training Process Outsourcing; <b>HRD:</b> Introduction – Meaning – Role of training in HRD – Knowledge Management – Career Development – Emerging trends in HR Training and Development.	
<b>Module No. 4: Performance Appraisal&amp; Compensation</b>	<b>13</b>

Introduction – concepts – Nature – objectives and importance; techniques of performance appraisal – Employee Retention – job changes – Transfers and Promotions – Downsizing – VRS; **Compensation:** Introduction – Concept and Policies – Job evaluation– methods of wage payments and incentive plans; fringe benefits; performance linked compensation. Emerging trends in Performance Appraisal & Compensation.

**Module No. 5: Maintenance& Employee Relations**

**07**

Introduction– Meaning, Importance, Objectives, Motivation Theories, Employee Morale, Employee health and safety – employee welfare – social security – Employer–Employee Relations: An overview – grievance and redressal; Industrial Disputes: causes and settlement, Emerging trends in Employee Maintenance & Relations.

**TOPICS FOR ASSIGNMENT/SKILL DEVELOPMENT ACTIVITIES**

1. Collection of information about new recruitment sources.
2. Preparation of a chart of job specification and job description.
3. Collect an advertisement copy of a job vacancy and fill it.
4. Conduct an I.Q. Test all test the students to affix its summary to the record.
5. Collect the information about how training is given to workers and managers in a company.
6. List out wage and salary structure of any five companies.
7. List out the measures provided under Labour Act for employee welfare, health and safety.

Note: Minimum five activities should be done by selecting one sub–activity in each activity.

**Text Books:**

1. "Human Resources Management" by Dr. Saini and S.A. Kran (Sage Publications).
2. "Human Resources Management" by P. Subba Rao (Himalaya Publications)
2. Gupta, C.B, (2008), Human Resource Management, Sultan Chand & Sons, Eleventh revised edition.
3. Gary Dessler. A Framework for Human Resource Management. Pearson Education, 7th Edition.
4. DeCenzo, D.A. and S.P. Robbins, Personnel/Human Resource Management, Pearson Education.
5. Bohlendar and Snell, Principles of Human Resource Management, Cengage Learning
6. Ivancevich, John M., Human Resource Management. McGraw Hill. Wreather and Davis, Human Resource Management. Pearson Education.
7. Robert L. Mathis and John H. Jackson., Human Resource Management. Cengage Learning.
8. TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi
9. BiswajeetPattanayak, Human Resource Management, PHI Learning

**Note: Latest edition of text books may be referred.**