

**B.Com-II Semester**  
**HUMAN RESOURCE MANAGEMENT**

<b>Name of the Program: Bachelor of Commerce (B.Com.)</b> <b>Course Code: B.Com.2.2 (SEP SCHEME)</b> <b>Name of the Course: Human Resource Management</b>		
<b>Course Credits</b>	<b>No. of Hours per Week</b>	<b>Total No. of Teaching Hours</b>
<b>4 Credits</b>	<b>4 Hrs</b>	<b>60 Hrs</b>
<b>Objective:</b> 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  <b>Pedagogy:</b> Class-room Lecturers, Assignments and Presentations.		
<b>Course Outcomes: On successful completion of the course, the Students will be able to</b> <ol style="list-style-type: none"> <li>Understand the framework, importance, and challenges of human resource management.</li> <li>Outline the processes and methods involved in human resource planning, recruitment, and selection.</li> <li>Analyze various training and development methods and their applicability in the current organizational context.</li> <li>Evaluate the strengths and weaknesses of different performance appraisal techniques and compensation policies.</li> <li>Determine the significance of employee maintenance and employee relations, including health, safety, and welfare.</li> </ol>		
<b>Syllabus:</b>		<b>Hours</b>
<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; <b>Compensation:</b> Introduction – Concept and Policies – Job evaluation– methods of wage payments and incentive plans; fringe benefits; performance linked compensation. Emerging trends in Performance Appraisal & Compensation.	
<b>Module No. 5: Maintenance&amp; Employee Relations</b>	<b>07</b>
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.	
<b>TOPICS FOR ASSIGNMENT/SKILL DEVELOPMENT ACTIVITIES</b> <ol style="list-style-type: none"> <li>1. Collection of information about new recruitment sources.</li> <li>2. Preparation of a chart of job specification and job description.</li> <li>3. Collect an advertisement copy of a job vacancy and fill it.</li> <li>4. Conduct an I.Q. Test all test the students to affix its summary to the record.</li> <li>5. Collect the information about how training is given to workers and managers in a company.</li> <li>6. List out wage and salary structure of any five companies.</li> <li>7. List out the measures provided under Labour Act for employee welfare, health and safety.</li> </ol> <p>Note: Minimum five activities should be done by selecting one sub–activity in each activity.</p>	
<b>Text Books:</b> <ol style="list-style-type: none"> <li>1. "Human Resources Management" by Dr. Saini and S.A. Kran (Sage Publications).</li> <li>2. "Human Resources Mangement" by P. Subba Roo (Himalaya Publications)</li> <li>2. Gupta, C.B, (2008), Human Resource Management, Sultan Chand &amp; Sons, Eleventh revised edition.</li> <li>3. Gary Dessler. A Framework for Human Resource Management. Pearson Education, 7th Edition.</li> <li>4. DeCenzo, D.A. and S.P. Robbins, Personnel/Human Resource Management, Pearson Education.</li> <li>5. Bohlander and Snell, Principles of Human Resource Management, Cengage Learning</li> <li>6. Ivancevich, John M., Human Resource Management. McGraw Hill. Wreather and Davis, Human Resource Management. Pearson Education.</li> <li>7. Robert L. Mathis and John H. Jackson., Human Resource Management. Cengage Learning.</li> <li>8. TN Chhabra, Human Resource Management, Dhanpat Rai &amp; Co., Delhi</li> <li>9. Biswajeet Pattanayak, Human Resource Management, PHI Learning</li> </ol> <p><b>Note: Latest edition of text books may be referred.</b></p>	