

B.COM. I
SEMESTER II
COMMERCE PAPER II
HUMAN RESOURCE MANAGEMENT
Computer Code- 240206
4 credits

Marks: 100 (External Exam: 75 Marks and Internal Exam: 25 Marks)

Objective: To acquaint students with the techniques and process to manage Human Resources in an Organisation.

Unit	TOPIC	Lectures	Credits	Marks
1	<p>Objective: To enable students to get introduced with the term HRM, HR planning and its contents.</p> <p>Contents: Introduction to Human Resource Management (HRM) and Human Resource Planning: Meaning, Importance, Scope and Functions of HRM Meaning and Process of Human Resource Planning, Recruitment (sources), Selection (steps), Placement and Induction, Quality Circles</p>	25	1	25
2	<p>Objective: To enable students to understand the concept of job design and job analysis and practical application.</p> <p>Contents: Job Design & Job Analysis : Job Design, Job Analysis, Job Description, Job Specification (Purpose, Use and Contents of each)</p>	25	1	25
3	<p>Objective: To make students focus on performance being important parameter and to learn techniques of Training.</p> <p>Contents: Performance Appraisal and Employee Empowerment: Concept, Significance and Methods of Performance Appraisal. Training and Development- Methods and Techniques of Training</p>	25	1	25

4	<p>Objective: To enable students to learn the Compensation System and Emerging Trends.</p> <p>Contents: Wage and Salary administration : Concept, Types of wages, factors influencing wages.</p> <p>Emerging Trends: Emerging Horizons in Human Resource Management, Human Resource Information System, Downsizing, VRS, empowerment, workforce diversity.</p>	25	1	25
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Sr.No.	Internal Assignment	Marks
1	Project/ Presentation/ Quiz/Group Discussion/ Case Studies/ Written Test/Assignment	25

References:

1. Robert L. Mathis, John H. Jackson (2017), Human Resource Management (1st edition) South Western College publisher(UK)
2. C.B. Mamoria (2016), Personnel Management(30th edition) Himalaya Publishing House Pvt.Ltd.
3. K. Aswathppa (2015), Human Resource & Personnel Management (7th edition) McGraw Hill
4. Anjali Ghanekar(2015), Essentials of Human Resource Management (4th edition) Everest Publishing House
5. PattanayakBiswajeet(2015), Human Resource Management(3rd edition) Prentice Hall India Learning Pvt. Ltd.