

B.COM. (HONS.): SEMESTER – III	CORE-5: BCH320C1: HUMAN RESOURCE MANAGEMENT
CREDITS : THEORY: 4, TUTORIAL: 2	MARKS: THEORY: 60; TUTORIAL: 30
	TOTAL MARKS: 90

HUMAN RESOURCE MANAGEMENT

Objective: *The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.*

CONTENTS (THEORY):

Unit - 1 **(Marks: 15)**

Introduction

Human Resource Management: Concept and Functions, Role, Evolution of HRM, HRM v/s HRD; HR Policies, Emerging Challenges of Human Resource Management; Concept of Human Resource Information System

Unit - 2 **(Marks: 15)**

Acquisition of Human Resource

Human Resource Planning: Concept and Process; Job Analysis – Job Description and Job Specification; Recruitment: Concept and Sources (Internal and External); Selection: Concept and Process

Unit - 3 **(Marks: 15)**

Training and Development

Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Techniques of Evaluating Training Effectiveness; Methods of Training; Concept of Management Development

Unit - 4 **(Marks: 15)**

Performance Appraisal and Employee Compensation

Performance Appraisal: Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

TUTORIAL: Unit – 5 and Unit – 6 **(Marks: 30)**

Concerned Teacher to identify a case study from Unit – 2, Unit – 3 and Unit – 4.

Students, at the instructions of the concerned teacher, to opt at least one case and submit an assignment and make a presentation on the case opted.

Suggested Readings:

1. Gary Dessler. *A Framework for Human Resource Management*. Pearson Education.
2. DeCenzo, D.A. and S.P. Robbins, *Personnel/Human Resource Management*, Pearson Education.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Pearson Education.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, Dhanpat Rai & Co., Delhi
8. Biswajeet Pattanayak, *Human Resource Management*, PHI Learning

Note: Latest edition of text books may be used