

Programme: <b>B.Com.</b>	Year: <b>Third</b>	Semester: <b>Sixth</b>
Subject: <b>Commerce</b>		
Course Code: <b>C010605T</b>	Course Title: <b>Human Resource Management</b>	
Course outcomes: The paper aims to develop in the students a proper understanding about human resource management.		
Credits: <b>5</b>		Core Compulsory / Elective: <b>Elective</b>
Max. Marks: 25+75		Min. Passing Marks: 10+25
Total No. of Lectures: <b>75</b>		
Unit	Topics	No. of Lectures
<b>I</b>	<b>Human Resource Management</b> concept and function, role of competencies of HR manager at our policies evolution of HRM emerging challenges of Human Resource Management workforce diversity empowerment VRS work life balance downsizing.	15
<b>II</b>	<b>Recruitment &amp; Selection:</b> Recruitment, factors affecting recruitment, sources of recruitment, Selection – Process, selection test, Interview, Orientation, Placement. Training & Development: Training- Objectives & Importance of training, Training Methods-On job training and off- the job training.	20
<b>III</b>	<b>Employee Compensation:</b> Compensation & Welfare, Job Evaluation. <b>Performance Appraisal:</b> Techniques, Job Enlargement & Job Enrichment, Quality of Work Life, Worker’s Participation in Management.	25
<b>IV</b>	<b>EMPLOYEE WELFARE:</b> Various welfare schemes & Safety Measures. Employee Benefits – Meaning and its types, Fringe Benefits; Remuneration – Salary, Bonus, Commission, Long Term Incentives, Perquisites. Grievance Handling & Discipline – Meaning, Importance. Collective Bargaining – Meaning and Importance, Process.	15
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>Aswathappa K Maine resource management Tata McGraw Hill</li> <li>Verma Pramod SaviBagiyaprabandhan Rao VSP human resource management Excel books</li> <li>Tripathi PC personnel management and Industrial Relations Sultan Chand and sons</li> <li>Agarwal &amp;Fauzdar, Human Resource Management-SBPD Publishing House, Agra (English/Hindi)</li> </ol>		
Note- <b>Latest edition of the text books should be used.</b>		
This course can be opted as an elective by the students of following subjects: <b>Open for all</b>		
Suggested Continuous Evaluation Methods: Continuous Internal Evaluation shall be based on allotted Assignment and Class Tests. The marks shall be as follows:		
<b>Assessment and Presentation of Assignment</b>		<b>(04 marks)</b>
<b>Class Test-I (Objective Questions)</b>		<b>(04 marks)</b>
<b>Class Test-II (Descriptive Questions)</b>		<b>(04 marks)</b>
<b>Class Test-III (Objective Questions)</b>		<b>(04 marks)</b>
<b>Class Test-IV (Descriptive Questions)</b>		<b>(04 marks)</b>
<b>Overall performance throughout the Semester (includes Attendance, Behaviour, Discipline, Participation in Different Activities)</b>		<b>(05 marks)</b>