

<b>PROGRAM</b>	<b>Bachelors Of Commerce/ Bachelors Of Commerce(Hons)</b>
<b>SEMESTER</b>	<b>I</b>
<b>COURSE TITLE</b>	<b>Human Resource Management</b>
<b>COURSE CODE</b>	<b>04BC0122</b>
<b>COURSE CREDITS</b>	<b>04</b>
<b>COURSE DURATION</b>	<b>48 Hrs (48 sessions of 60 minutes each)</b>

**COURSE OUTCOMES:**

- Explain the importance of human resources and their effective management in organizations.
- Analyze the key issues related to administering the human elements such as recruitment, training, compensation, management development and employment relations.
- Understand fundamentals and importance of Training and Development.
- Analysis various components of Compensation
- Understand the process of job analysis and appreciate its importance as a foundation for human resource management practice.

**Teaching and Examination Scheme**

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
4	0	0	4	30	20	50	0	0	100

**Course Contents:**

Unit No	Unit / Sub Unit	Sessions
I	<b>Introduction:</b> An Introduction to Human Resource Management, characteristics and significance of HRM, objectives and functions, Skills and Competencies of a Human Resource Manager, changing skill requirement, changing employee expectations, Challenges faced by HR managers.	08

II	<b>Procurement:</b>  Job analysis, Job Description and Job Specification-Definitions and Objectives Human Resource Planning- Definition and objectives. Recruitment and Selection – Definitions and objectives Placement and Induction.	12
III	<b>Training and Development:</b>  <b>Training: Definition, objectives and advantages,</b> Identification of training needs, Methods of training, Difference between Training & Development. Succession Planning.	10
IV	<b>Compensation:</b>  Job evaluation-Introduction and objectives, Compensation- Definitions and objectives – Introduction to Regulatory Framework for Compensation Management(Codes, PF/Gratuity/Basic DA) Basic factors in determining pay rates, Basic, Supplementary and Executive Remuneration, types of employee benefits and services, Ethical issues in Compensation Management: <i>Discussion</i> .	10
V	<b>Employment Relations and Contemporary issues in HRM</b>  Employee Relationship Management– Definitions and Main Aspects, Industrial Disputes & Conflicts – Collective Bargaining Grievance Handling, Contemporary issues in Human Resource Management.	08

**Text Books:**

Sr. No	Author/s	Name of the Book	Publisher	Edition & Year of Publication
T-01	Pravin Durai	Human Resource Management	Pearson: Dorling Kindersley (India)	4th

**Reference Books:**

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year of Publication
R-01	K. Aswathappa	Human Resource and Personnel Management, Text and Cases	Tata MC Graw- Hill	6 <sup>th</sup> , 2010



<b>R-02</b>	Gary Dessler & BijuVarkkey	Human Resource Management	Pearson	15 <sup>th</sup> , 2016
<b>R-03</b>	V.S.P. Rao	Human Resource Management - Text and Cases	Excel Books	2006