

**BACHELOR OF COMMERCE - SIXTH SEMESTER
HUMAN RESOURCE MANAGEMENT**

Code: SC 6.5

Contact Hours: 56

Credits: 4

Univ Code:

Work load: **4 hours per week**

Evaluation: Continuous Internal Assessment – **30 Marks**
Semester-End Examination – **70 Marks**

Objectives: To orient the students with various issues of management of human resources to improve the productivity of business entities.

Pedagogy: Combination of lectures, interactive sessions, seminars, assignments, etc.

Module 1: **Human Resource Management** - Meaning, definition, Nature and changing scope of HRM, Objectives, Functions and policies of HRM, Role of personnel management, Difference between personnel management and HRM, Role and responsibilities of HR Manager.

Module 2: **Human Resource Planning (HRP)** - Meaning, definition, Importance of HRP, Process of HRP, Need for HRP, Forecasting techniques of HRP, requisites for successful HRP.

Module 3: **Job Analysis and Design** - Utility of Job Analysis, job terminology – Job analysis and Job description. Job evaluation methods and techniques, methods of collecting data for job analysis, potential problems with Job analysis. Job design, factors affecting Job design, techniques of Job design. Methods of Job assessment, work measurement.

Module 4: **Recruitment and Selection** - Meaning, Definition, steps and source of recruitment, process of recruitment, factors governing recruitment. Selection; selection process, Organization for selection and selection methods, Induction, promotion and Transfer.

Module 5: **Management Development** - Training and development; Inputs in training development, gaps in training, Importance of training and development. Training process. Career planning and career development; Performance appraisal; Objectives, process, problems, methods & Models of performance management. Issues of HRM.

Recommended Books

1. Personnel Management - Memoria
2. Personnel Management - K. Ashwathappa
3. A Hand Book of HRM - M. Armstong
4. Human Resource Management - C.B. Gupta,
5. Human Resource Management - Rao V.S.P
6. Human Behavior @ Work = Organizational Behavior, Keith Davis & Newstrom