

SEMESTER- VI
HUMAN RESOURCE MANAGEMENT

Programme: B.Com (Computer Applications)
Course Code: U20/CCA/DSE/604 A
Course Type : DSE-IV
No. of Credits: 4

Max. Hours: 75
Max Marks: 100 (40:60)
Hours per week: 5

Course Objective:

To gain knowledge into the basics of Human Resource Management. To expose the students to current human resource practices and exercises designed to enhance critical skills.

Course Outcomes:

- CO1:** Students will be able to relate the significance of human resource management and examine the role of human resource development in the success of an organization.
- CO2:** Students will be able to understand the need for planning and process of acquisition of human resources for a firm
- CO3:** Students will be educated regarding the effectiveness of recruiting methods and the validity of selection procedures and make appropriate staffing decisions. for selection of employees
- CO4:** The students will be in a position to design a training program using a useful framework for evaluating training needs.
- CO5:** Students will be able to understand importance of performance appraisal and also understand different methods of doing it.

MODULE: I INTRODUCTION**(15 Hrs)**

Human Resource Management: Meaning – definition – objectives – functions.

HRM in a dynamic environment: Internal & External Environment.

HRM in India: Introduction - Human Relation Movement - Scope of HR in India - Recent Trends in HR in India - Call Centers and BPOs.

MODULE: II HUMAN RESOURCE PLANNING**(15 Hrs)**

Introduction - Need for HR Planning - Process of HR Planning - HR Planning System – Responsibility of HR Planner - Job analysis – Job description – Job evaluation- Job specification – Job design- (Case analysis)

MODULE: III PROCUREMENT OF HUMAN RESOURCES**(15 Hrs)**

Introduction - Concept of Recruitment - Factors affecting Recruitment - Sources of Recruitment - Traditional and Modern Methods - Recruitment and Selection Policies - Recruitment Practices - Concept of Selection - Selection Techniques (Case Analysis)

MODULE: IV HUMAN RESOURCE TRAINING AND DEVELOPMENT**(15Hrs)**

Training and Development: Introduction - Meaning of Training - Importance of Training - Training Needs –Types and Techniques of Training - Need and Importance of Management Development -Evaluation of training programme (Case analysis)

MODULE: V EMPLOYEE PERFORMANCE APPRAISAL**(15 Hrs)**

Meaning- Need of employee review - Concept of employee appraisal - Types of Appraisal methods - Individual Evaluation Methods - Multiple Person Evaluation Methods - MBO- 360 Degree Appraisal.

Suggested Readings:

1. Gary Dessler- Human Resource Management- Pearson Publishers
2. Alan Price- Fundamentals of Human Resource Management – Cengage Learning Emea
3. P.Subba Rao- Essentials of Human Resource Management and industrial relations- Text and cases - Himalaya Publishing House.
4. C.B. Mamoria- Personnel Management- Himalaya publications.
5. Shashi K. Gupta- Rosy Joshy- Human Resource Management- kalyani publishers.
6. Seema Sanghil-Human Resource Management- Vikas Publications

HUMAN RESOURCE MANAGEMENT

MODEL QUESTION PAPER

Course Code: U20/CCA/DSE/604 A

Credits : 4

Max Marks: 60

Time : 2Hrs

I. Answer any FIVE from the following EIGHT Questions. 5q × 2m= 10 Marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

II. Answer the following

5 q x 10 m = 50 marks

1.
OR
- 2.
3.
OR
- 4.
5.
OR
- 6.
7.
OR
- 8.
9.
OR
- 10.