| Teacher |  Dr. KALPANA KATARIA | Course | B.Com  |
| --- | --- | --- | --- |
| Year | 2022 | Semester | V |
| Paper | Human Resource Management | Number of Lectures per week | 5 |
| Pedagogy and Teaching Tools | 1.Lecture anddiscussion2. Case study3. Power point Presentation | Shared: Yes/No | NO |
| **UNIT** | **TOPIC (Theory)** | **WEEK** | **Learning outcomes** |
| Unit-1**Human Resource Management** | Concept and functions; Role, status and competencies of HR manager; HR policies; Evolution of HRM; Emerging challenges of human resource management - Workforce diversity, empowerment, downsizing, VRS, work life balance. | 1-3 week | To acquaint students with Role, status and competencies of HR manager; HR policies; Evolution of HRM; Emerging challenges of human resource management - Workforce diversity, empowerment, downsizing, VRS, work life balance with case study  |
| Unit 2**Acquisition of Human Resource** | Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification; Recruitment – concept and sources; Selection – concept and process; Test and interview; Placement, induction and socialization; Retention. | 4-5 week  | Understanding clear difference between Quantitative and qualitative dimensions; Job analysis – Job description and job specification; Recruitment – concept and sources; Selection – concept and process; Test and interview; Placement, induction and socialization; Retention. |
| Unit 3**Training and Development** | Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing. | 6-7 week  | Understanding the need of Role specific and competency based training; Training and development methods with the help of case study  |
| Unit-4**Performance Appraisal and Compensation Management** | Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal; Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation. | 8-10 week  | Understanding Methods of performance appraisal; Potential appraisal; Employee counselling; Job changes - Transfers and promotions, Human resource audit; Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation with respect to some case study. |
| Unit 5**Maintenance of employees and Emerging Horizons of HRM** | Employee health and safety; Employee welfare; Social security (excluding legal provisions); Employer-employee relations- An overview; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; e-HRM; Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management. | 11-13 week  | Understanding the Employee health and safety; Employee welfare grievance handling with realistic examplesUnderstanding of the Human Resource Information System and e-HRM; Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management. |
| Assessment Details: Evaluation through test & Assignment and Presentations |
|  |

Reading list

1. Mondy, A. W. and Noe, R. M., Human Resource Management, Pearson Education.

 2. Decenzo, D.A. and Robbins, S. P., Fundamentals of Human Resource Management, Wiley, India. B.Com (Hons.) CBCS 27 Department of Commerce, University of Delhi, Delhi

3. Dessler, G. and Varkkey, B., Human Resource Management, Pearson Education, Delhi.

4. Chhabra, T.N., Human Resource Management, Dhanpat Rai & Co., Delhi.

 5. Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.

6. French, W. L., Human Resource Management, Haughten Miffin, Boston.

7. Gupta, C.B., Human Resource Management, Sultan Chand & Sons, Delhi.

8. Rao, V. S. P., Human Resource Management: Text and Cases, Excel Books.