

**Shyama Prasad Mukherji College**  
**Teaching Plan**

**Course and Year:** B. Com (Hons) II Year – Section A & B

**Semester:** III (August 2022 – December 2022)

**Taught individually or shared:** Individually

**Paper:** Human Resource Management – BCH 3.1

**Faculty:** Dr. Manjula Grover, Associate Professor, Department of Commerce

**No. of Classes (per week):** 5

**Course Objective:**

To enable students to understand the importance of human resources and their effective management in organizations.

**Course Learning Outcomes:** After completing the course, students shall be able to:

- Understand basic nature and importance of HRM
- Analyse the current theory and practice of recruitment and selection
- Realize the importance of performance management system
- Comprehend the compensation analysis and design compensation schemes
- Understand role of modern HRM in changing business environment

**Course Contents:**

Unit I – **Introduction:** Meaning, importance and scope of HRM; Evolution of HRM, functions, status and competencies of HR manager; Human Resource Planning – quantitative and qualitative dimensions; Job analysis – job description and job specification; HR Policies.

Unit II – **Recruitment, Selection & Development:** Recruitment, selection, placement, induction and socialization – an overview; Developing Human Resources; Training – need, types and evaluation; Role specific and competency-based training.

Unit III – **Performance appraisal:** Performance appraisal – Nature and objectives; Methods of performance appraisal; Potential appraisal and employee counselling; Job changes – transfers and promotions; HR Audit

Unit IV – **Compensation:** Job evaluation; Compensation – concept and policies; base and supplementary compensation; performance linked compensation – individual, group, and organization level

Unit V – **Employee Maintenance and Emerging Issues in HRM:** Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal; Industrial disputes and settlement machinery; Emerging issues and challenges of HRM – employee empowerment, downsizing, work-life balance, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy)

**Readings:**

- Gupta, C.B. Human Resource Management
- Chhabra, T.N. Human Resource Management
- Turai, P. Human Resource Management
- Rao, V.S.P. Human Resource Management

**No of classes required to complete the unit (approx.):**

1. Unit I: 10 lectures
2. Unit II: 15 lectures
3. Unit III: 10 lectures
4. Unit IV: 25 lectures
5. Unit V: 15 lectures

Subtopics to be covered and their order along with the respective time frames (if any)

**Methodology of Teaching:**

Lecture, case studies, group discussion, presentations, selected slide decks of top MNC's to be shown; mock interviews, training, and performance appraisal to be conducted; drafting questionnaires for select topics, written tests.

**Assessment –**

- **Tentative date of assessments/ assignments (time frame):**

Three tests: First week of October, November and December  
Project/Presentation: Last week of November

- **Criteria of Assessment:**

As prescribed by the University. Written tests and projects/presentations for internal assessment.