**Shyama Prasad Mukherji College**

**Teaching Plan**

**Course and Year: B.Com (P)-III**

**Semester: 5th**

**Taught Individually or Shared: Individually**

**Paper: Human Resource Management BC 5.1(a)**

**Faculty:Dr Nisha Arora**

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

**Programme Objectives**

* To instil in students the basic knowledge and fundamentals of commerce and business which would be beneficial for them to comprehend, analyse and evaluate the current economic/business scenario of the country and the world at large.
* To develop in students the capability to transform theoretical and conceptual knowledge into practical problem-solving approach using critical thinking.
* To develop skills which would help them undertake research and innovations in commerce and would enhance their employability.

**Course Objectives**

The course aims to make the learners understand the importance of human resource their effective management in organsiations.

**Teaching Plan**

**Name of the Unit:**

**Unit I:**

**Introduction: nature importance, evolution and scope of HRM, difference between HRM and HRD, competencies of HR manager; human resource planning - quantitative and qualitative dimensions; job analysis - job description and job specification; HR policies**

**Unit II:**

**Recruitment, Selection and Development recruitment selection, placement, induction, and socialization-an overview; Training and development-concept importance methods, role specific and competency based training.**

**Unit III:**

**Performance Appraisal- meaning , objectives methods ; Potential appraisal and employee counselling; job changes-transfers promotion and demotion.**

**Unit IV:**

**Compensation Management - Job evaluation, compensation methods of wage payment, fringe benefits, incentive plans.**

**Unit V:**

**Employee maintenance and emerging issues in HRM. employee welfare, safety and health ;grievance redressal; Emerging issues and challenges of HRM, workforce diversity, employee empowerment, downsizing, work life balance, use of technology in HRM functions, e- HRM, green- HRM, ethics in HRM, employee retention**

**Suggested Readings:**

1. **Decenzo, D.A. and Robbins, S.P. *Fundamentals* *of Human Resource Management*. India: Wiley**
2. **Dessler, G. and Varkkey, B. *Human Resource Management*. Delhi: Pearson Education**
3. **Chhabra, T.N. *Human Resource Management*. Delhi: Sun India Publications**
4. **Aswathappa k. *Human Resource Management*. New Delhi: Tata McGraw-Hill.**
5. **Gupta, C.B. *Human Resource Management*. Delhi: Sultan Chand & Sons**
6. **Rao, V.S.P. *Human Resource Management: Text and Cases*. Excel Books.**

**Additional References:**

1. **French, Wendell L. Human Resource Management. Houghton Mifflin.**
2. **Subba Rao, P. Personnel and Human Resource Management. Himalaya Publishing House**
3. **Bharti,Urmila, Verma,Rajnikant and Yadav, Amita. Human Resource Management Wisdom Publications.Delhi**
4. **Srivastava Ekta,Agarwal Nisha. The Emerging Challenges in HRM. International Journal of Scientific& Technology Research, Volume 1,Issue 6, ISSN 2277-8616 46 IJSTRO2012** [**www.ijstr.org**](http://www.ijstr.org)
5. **Singhvi, Surendra S, “Motivation through employee stock option plans”. Personnel administration; public personnel review vol 1, No . 3, Nov- Dec 1973**
6. **Yoder, Dale, Personnel management and industrial relations, Mcgraw Hill, New York.**

**No of Classes required to complete the Unit (approx.):**

**Unit I: Introduction – 12 lectures**

**Unit II: Recruitment, Selection and Development – 15 lectures**

**Unit III: Performance Appraisal – 13 lectures**

**Unit IV: Compensation Management – 10 lectures**

**Unit V: Employee maintenance and emerging issues in HRM – 15 lectures**

**Methodology of Teaching:**

1. **Lecture(online) and detailed discussion citing examples**
2. **Brainstorming**
3. **Revise and review**

**ASSESSMENT**

**Tentative date of assessments/ assignments (Time Frame):**

**Test 1 will be held in 4th week of September**

**Assignment 1 will be given in 1st week of September Test 2 will be held in 1st week of November Assignment 2 will be given in 3rd week of November.**

**Criteria of Assessment: As prescribed by University: Test and Assignments for assessment**