

B.COM. SEMESTER – 5

5	DSE – 2	Human Resource Management - 1
----------	----------------	--------------------------------------

Name of the Course: **Human Resource Management - 1**

Course credit: **03**

Teaching Hours: **45 (Hours)**

Total marks: **100**

Objectives:

The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization and to create an understanding of the various policies and practices of human resource management

Unit	Content	No. of Lectures
1	INTRODUCTION TO HRM: <ul style="list-style-type: none"> - Introduction - Meaning and Concept and Perspectives of HRM - Scope and Functions of HRM - Role, Status and Competencies of HR Manager - HR Policies and Principles of HRM - Evolution of HRM - Emerging Challenges of HRM in a Changing Environment - HRM v/s HRD 	11
2	HUMAN RESOURCE PLANNING [HRP]: <ul style="list-style-type: none"> - Introduction-Meaning and Concept- Basic elements of HRP - Needs and Corporate objectives of HRP - Type and Process-Stages of HRP - Affecting factors to HRP - Importance and Hindrances of HRP - Pre-requisites for HRP - Human Resource Information System [HRIS] 	11
3	ACQUISITION OF HR AND PERFORMANCE APPRAISAL: <ul style="list-style-type: none"> - Introduction-Meaning-Acquisition of Human Resources - Job Analysis-Job Description-Job Specification- - Job Evaluation and Performance Appraisal - Recruitment – Concept and Sources - Selection – Concept and Process-Tests and Interview - Acquisition-Placement and Induction - Barriers and effectiveness to recruitment and selection of HR 	12
4	PERFORMANCE AND INCENTIVE BASED WAGE PLANS	11



	<p>AND HR MORALE AND DISCIPLINE:</p> <p>[A] Performance and Incentive based Wage-Plans</p> <ul style="list-style-type: none"> - Introduction-Meaning and Ideal characteristics of wage system - Fringe benefits and Performance linked compensation. - Methods of wage payments and Incentive plans <p>[Note: Practical Questions related to Wages are excluded to ask in examination]</p> <p>[B] Human Resource Morale and Discipline</p> <ul style="list-style-type: none"> - HR Morale : Introduction-Meaning-definition and Importance - Factors affecting to HR Morale - Measurement of HR Morale - Steps and Commandments to raise Morale - HR Discipline : Introduction-Meaning-definition and Importance - Kinds of Discipline - Reasons of HR Indiscipline and Actions against breach of Discipline - Guiding principles to managing successful Discipline 	
Total Lectures		45

SUGGESTED READINGS AND REFERENCE BOOKS:

1. Gary Dessler. A Framework for Human Resource Management Pearson Education
2. DeCenzo, D.A. and S.P. Robbins, Personnel/Human Resource Management, Pearson Edu.
3. Bohlander and Snell, Principles of Human Resource Management, Cengage Learning
4. Ivancevich, John M. Human Resource Management. McGraw Hill
5. Wreather and Davis. Human Resource Management Pearson Education
6. Robert L. Mathis and John H. Jackson Human Resource Management Cengage Learning
7. TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi
8. Biswajeet Patttanayak, Human Resource Management, PHI Learning
9. Neeru Kapoor, Human Resource Management, Taxmann Publication
10. Aswathappa K. Human Resource and Personnel Management Tata McGraw Hill, Delhi,
11. Tiwari T.D. & Chauhan P.L." Emerging Issues in HRM " Shanti Prakashan, Delhi
12. Tiwari T.D. & Chauhan P.L." Framework of HRM and Industrial Relation" Shanti Prakashan, Delhi

Note: Latest Editions of the above books may be used.

