B.Com. (Hons.) (Accounting and Taxation)
DISCIPLINE SPECIFIC COURSE (DSC)
SEMESTER-V
(BCB33502T) HUMAN RESOURCE MANAGEMENT

MAX. MARKS: 100
EXTERNAL: 70
INTERNAL: 30
PASS: 40%
Credits: 6

Objective:

The objective of this course is to help students to have a good understanding of principles and practices concerning people management within organizations. This course will acquaint students about HRM functions and how it relates to other organizational functions. This course is to make students aware that how HR functions such as procurement, development, compensation, maintenance, integration and separation can be utilized in accomplishing organizational goals.

Course learning outcomes:

CO 1	Develop the skills to identify what is considered to be within the scope of a "Human Resource Management" approach.
CO 2	Critically analyze these practices in contemporary organizations.
CO 3	Develop the necessary understanding to make a strategic contribution within the HR function of an organization.
CO 4	To apply the required practices in real world scenario

SECTION-A

Block 1: Introduction to Human Resource Management (HRM)

Concept and Evolution of HRM, Definition and importance of HRM, Historical development of HRM,HRM vs. Personnel Management, Objectives and Functions of HRM, Role of HR Manager, Strategic HRM,HR Policies and Practices

Block 2: Recruitment and Selection

Human Resource Planning: Importance and process of HR planning, Techniques for forecasting HR needs. Job Analysis and Design: Conducting job analysis, Designing job descriptions and specifications. Recruitment: Sources of recruitment: Internal and external, Modern recruitment methods and technologies. Selection: Selection process and techniques, Tools for effective selection: Interviews, tests, assessment centers. Onboarding and Induction: Importance of onboarding and induction programs, Best practices for successful employee integration

Block 3: Training and Development

Training Needs Analysis: Identifying training needs, Methods for conducting training needs analysis.Training Methods and Techniques: On-the-job and off-the-job training methods-learning and technology-based training .

SECTION B:

Block 4: Performance Management and Appraisal

Performance Management System: Objectives and components of performance management systems, Setting performance standards and goals. Performance Appraisal Methods: Traditional and modern appraisal methods, 360-degree feedback, management by objectives (MBO), and balanced scorecard. Managing Performance Issues: Identifying and addressing performance problems.

Block 5: Compensation and Benefits: Compensation Management: Objectives and components of compensation management, Job Evaluation and Pay Structures: Methods of job evaluation, Designing pay structures and salary surveys. Incentive Plans: Types of incentive plans: Individual and group, Designing effective incentive programs.

Block 6: Current Trends and Emerging Issues in HRM

Global HRM, Diversity and Inclusion, Ethics in HRM, Ethical issues and dilemmas in HRM, Promoting ethical behavior in the organization, Future of HRM: Trends shaping the future of HRM, Preparing for the future workforce: Gig economy, remote work, and changing labor markets

Suggested Reading :

1. Armstrong, M. (2020). *Armstrong's Handbook of Human Resource Management Practice* (15th ed.). Kogan Page.
2. Dessler, G. (2020). *Human Resource Management* (16th ed.). Pearson.
3. Aswathappa, K. (2017). Human Resource Management: Text and Cases (8th ed.). McGraw Hill Education.
4. Rao, V. S. P. (2010). Human Resource Management: Text and Cases (3rd ed.). Excel Books.
5. Gupta, C. B. (2018). Human Resource Management (19th ed.). Sultan Chand & Sons.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.