Name of the teacher: Dr. Rajni

Curriculum Plan: **B.Com;** **Human Resource** **Management,** Code-52417501

Semester: **B.Com 3rd Yr (5th Semester) Section A & B**

YEAR, 2021-22

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| Name of Paper-  **Code:** | Allocation of Lectures | Month wise schedule followed | * Tutorial/Assignment etc. |
| (content) | (no. of lectures) |  |  |
| **Unit- 1 Introduction**  **Topics:** Nature, Importance and Scope  of HRM; Evolution of HRM; Functions,  difference between HRM and HRD  **Topics:** Competencies of HR manager Human Resource Planning-quantitative and qualitative dimensions    **Topics:** Job Analysis- Job Description  and Job Specification; HR Policies. | 5 Lec.  5 Lec.  5 Lec. | **1st week**  20TH-24TH JULY  **2nd week**  27TH-31ST JULY  **3rd week**  3RD -7TH AUG | Tutorial  Tutorial  Tutorial |
| **UNIT- 2 Recruitment, Selection & Development**  **Topics:** Recruitment, Selection, Placement    **Topics:** Induction and Socialization-an overview; Training-need, types  **Topics:** Evaluation; Role Specific and Competency Based Training | 5 Lec.  5 Lec.  5 Lec. | **4th week**  10TH-14TH AUG  **5th week**  17TH -21TH AUG  **6th week**  24TH-28TH AUG | Tutorial  Tutorial  Tutorial |
| **UNIT-3 Performance Appraisal**  **Topics:** Performance Appraisal -meaning, objectives, Methods of Performance Appraisal  **Topics:** Potential Appraisal and Employee Counselling    **Topics:** Job Changes-Transfers and Promotions.HR audit | 5 Lec.  5 Lec.  5 Lec. | **7th week**  31TH AUG - 4 H SEP  **8th week**  **7**TH -11TH  SEP  **9th week**  14TH-18TH  SEP | ***Test*** on First Week of September  Tutorial  Tutorial |
| **UNIT-4** **Compensation**  **Topic**: Job evaluation; Compensation- base and supplementary compensation, Methods of wage payments  **Topic- Topic-**Fringe benefits, incentive plans (individual, group and organization wide) | 5 Lec.  5 Lec. | **10th week**.  21TH-25TH SEP  **11th week**  28TH SEP  -2ND OCT | Tutorial  Class Test |
| **Unit 5: Employee Maintenance:**  **Topics:** Employee Welfare, Health and Safety, Grievance Redressal  **MID SEMESTER BREAK**  **Topics:** Emerging issues and challenges of HRM-workforce diversity, employee empowerment  **Topics:** downsizing, Work life balance  **Topic:** use of technology in HRM functions, e-HRM, Green-HRM,  **Topic:** outsourcing HRM, Ethics in HRM (surveillancevs. Privacy)  **Topics:** Employee retention | 5 Lec.  \*\*\*\*\*\*\*  5 Lec.  5 Lec.  5 Lec.  5 Lec.  5 Lec. | **12th week**  5TH-9TH OCT  **\*\*\*\*\*\*\***  **13th week**  19TH -23RD  OCT  **14th week**  26TH -30TH  OCT  **15th week**  2ND -6TH NOV  **16th week**  9TH -13TH NOV  **17th week**  24-27TH Nov | (Case Sudies on HRM Practices of selected companies.)  **1OTH OCT -17TH OCT**  (Power Point Presentations by all students on different topics of the subject.)  Role Play methodology adopted in the class in the form of skits or dramas to understand the actual functioning of HRM department in the organization.  Tutorial    Tutorial  Revision of Syllabus |
| \*\*\*\*16THth November, 2021 Dispersal of Classes, Preparation Leaves | | | |

**References**

1.Decenzo, D.A. and S.P. Robbins, “*Personnel/Human Resource Management*”, Prentice Hall of India, New Delhi.

2. Dessler, *Human Resource Management*. Prentice Hall of India, New Delhi.

3. Chhabra, T.N. *Human Resource Management.* Sun India Publication, New Delhi*.*

4. Ivanecevich, John M. *Human Resource Management*. McGraw Hill

5. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Thomson Learning.

6. Storey. *Human Resource Management*. Thomson Learning.

7. Singh, A.K. and B.R Duggal. *Human Resources Management*. Sunrise Publication,New Delhi.

8. Saiyalaim, M.S. *Human Resource Managemen*t. Tata McGraw-Hill, New Delhi.

9. Chhadha, T.N*. Human Resource Management.* Dhanpat Rai & Co., Delhi *.*

10. Mathur, Abha, *Human Resource Management.* Galgotia Publishing Company, New Delhi

11. Aswathappa, K. *Human Resource Management.* McGraw-Hill Education( India) Pvt Ltd.

**Note: Latest edition of text book should be used.**

**CLASS PRESENTATIONS -**students to take up various topics of syllabus and give presentations in the form of ***POWER POINT SLIDES*** from 19TH November , 2021 onwards according to roll numbers in tutorial classes.

**TUTORIAL CLASSES** -To take up problems of students from chapters taught.