

M.Com. Part II

Subject Title: HUMAN RESOURCE MANAGEMENT

Semester: III

Subject Code: MCM 31603

Lectures: 60

Objectives: The course is designed to equip students:

1. To Acquaint the Students with In-Depth Knowledge of HRM.
2. To Inculcate Among Students Various Practices Followed by HR Managers.
3. To Create an Understanding About Recent Trends in HRM
4. To Create Awareness on the Best Practices in HR through Projects.

Unit 1: Introduction to Human Resource Management

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- Introduction – Meaning & Definition. Concept, Approaches, Functions, Challenges of HRM in Indian Context & in changing business scenario.
- HR Environment – Technology and Structure, Network Organizations, Virtual Organizations, Workforce Diversity, Demographic Changes, Entry of female employees in the workforce, Dual Career Employees, Employee leasing, Contract Labour, Global Competition, Global sourcing of Labour, WTO and Labour Standards.

Unit II: Manpower Planning & Development

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Objectives, Estimating Manpower Requirement, Recruitment & Selection Sources of Recruitment and Process of Selection & Assessment Devices Retention of Manpower, Succession Planning.

Training Need Analysis (TNA) And Objectives.

Methods of Training and Aids, Evaluation of Training Programmes, Transfer of Training

Unit III : Performance Appraisal and Merit Rating.

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Definition, Methods of Performance Appraisal (Traditional and Modern), Barriers to Performance Appraisal.

Merit Rating – Promotions, Transfers, Job Analysis, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation.

Unit IV: Retirement/Separation/Retrenchment Strategies& New Concepts in HRM 12

Kinds of Retirement, VRS and Separation Schemes, Early Retirement Plans, Resignation, Discharge, Dismissal, Suspension, Lay off.

New Concepts of Customer Service Level and Agreement, SQDCS, HR Audit, Benchmarking, Downsizing, HR Outsourcing, Assessment Centres. Building Human capital & Employee Satisfaction Survey, Human Resource Information System. (HRIS)

Assignments and library hours – 12 hours

Project on Best Practices in HR to be Given to Students. This can include Primary and Secondary Research.

Reference Books:

Dr. Ghanekar Anjali, *Human Resource Management:Managing Personnel the HRDway*, Everest Publishing House, Pune,2011

1. Aswathappa K., *Human Resource management: Text & Cases*, McGraw Hill Education(India) Private Ltd., New Delhi, 2014
2. Rao Subha P., *Personnel and Human Resource Management*, Himalaya publishing House, Mumbai, 2014
3. Arora Vikas & Arora Seema, *Human Resource Management*, Global Vision Publishing House New Delhi, 2011
4. Bhatia K.S., *Human Resource Management: A competitive Advantage*, Deep & Deep Publication Pvt. Ltd., New Delhi, 2011

5. Dessler Garry, *A Framework For Human Resource Management*, Pearson Education (Singapore) Pte. Ltd., Delhi, 2013
6. Jeffery A. Mello, *Strategic Human Resource Management*, Cengage Learning, United States, 2012
7. Valentine Sean, Mathis Robert L. & Jackson John H., *Human Resource Management*, August Publication, America, 2013