

M.Com Part II Semester – III
Special Elective Subject - Group F (Business Administration)
Subject Name: - Human Resource Management
Course code: - 213-I

Objectives:

1. To understand the basic concepts of Human Resource Management and changing role of HRM in business.
2. To impart adequate knowledge and analytical skills in the field of HRM, HRP and development, Recruitment and Selection Process.
3. To understand the concepts of Training and Development, Performance Appraisal and Merit Rating.
4. To expose the students to the concept, significance and uses of the concepts like Retirement/ Retrenchment Strategies and Recent Trends in HRM
5. To know the concept of Competency mapping
6. To understand the E-HR and recent trends in Human Resource management.

Depth of the program – Fundamental Knowledge

Unit No.	Unit Title	Contents	Purpose skills to be developed
1	Human Resource Management- An Overview	1.1 Introduction to Human Resource Management: Meaning & Definition, Concept, Approaches, Functions. 1.2 Challenges of Human Resource Management in changing business scenario. 1.3 Human Resource Environment: Technology and Structure, Network Organization's, Workforce Diversity, 1.4 HRM- Dual Career Employees, Employee Contract/ Leasing Global Competition, WTO and Labour Standards	<ul style="list-style-type: none"> ▪ To understand the meaning, definition and concepts of HRM and get the knowledge about the approaches, functions and challenges of HRM in changing scenario of the business. ▪ Get well acquainted with human resource environment -technology and structure, network organisations, workforce diversity ▪ To understand the, dual career employees, employee Contract/ leasing, Global Competition, , WTO and Labour Standards.

2	Human Resource Planning and Development	<p>2.1 Objectives, Need and Estimation</p> <p>2.2 Recruitment: Definition, Sources and Policy</p> <p>2.3 Selection: Definition, Process and assessment, Interview and Induction</p> <p>2.4 Retention of Manpower, Succession Planning.</p> <p>2.4 2.5.Kinds of Retirement: Resignation, Discharge, Dismissal, Suspension, Lay off.</p>	<ul style="list-style-type: none"> ▪ To understand the objectives of HRP and development. ▪ To make students able to find the need and estimation of HRP and development. ▪ Get well acquainted with the concept of recruitment and selection process with the retention of manpower and succession planning
3	Training and Development, Performance Appraisal and Merit Rating	<p>3.1 Training : Meaning Purpose, Importance, Benefits Training Process and Methodology</p> <p>3.2 Methods of Training, Evaluation and Feedback</p> <p>3.3. Competency mapping,: meaning, benefits of competency mapping, 9 box tool of HR, Model,</p> <p>3.4 Performance Appraisal : Definition, Methods, Result Based Performance, Appraisal Errors, Ethics in Performance Appraisal, 360 Degree Feedback.</p> <p>3.5 Merit Rating – Promotions, Transfers, Job Description, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation</p>	<ul style="list-style-type: none"> • To understand the meaning and Purpose of Training, Importance, Benefits, Training process and methodology and Develop ability to compare training and aids, evaluation of training programmes • To understand the meaning and benefits of Competency mapping and also know the model. ▪ To make the students know about the concept of and methods of performance appraisal and result based performance. ▪ To be understand the difference between errors and ethics in performance appraisal and 360 degree feedback. ▪ To be well acquainted with Merit Rating, promotions, transfers, job description, job evaluation, job enlargement, job enrichment, job rotation.

4	Recent Trends in HRM	<p>4. 1E- HR- meaning, organization, Benefits and cost of E-HR and Future of E-HR, Digitized rewards and recognition, Online skill assessments, Biometric time tracking and security</p> <p>4.3 Recent Trends in HRM after covid 19 : Workplace Diversity, Flexi time, Work from Home, Virtual Work, Artificial Intelligence, Productivity of HR process,</p>	<ul style="list-style-type: none"> ▪ To understand the meaning and concept of retirement, resignation, discharge, dismissals, suspension of an employee and Layoff. ▪ To know the concept of E-HR, there benefits, Cost effect and what is future of E-HR ▪ Get knowledge about the new trends in HRM development of technology HRM also change work culture, workplace, talent management, motivational approaches, learning Management System, d, Flexitime, Work from Home, Virtual Work, Artificial Intelligence (Workforce), Productivity of HR process, digitized rewards and reconition, online skill assessment, Bio metric time tracking and security etc.
---	-----------------------------	---	--
