

Programme : M. Com
 Course Code : **COC221**
 Course Title : **Human Resource Management**
 Number of Credits : 4
 Effective from AY : 2020-21

Need of the Course :	The primary concern of this course is to familiarize students with effective Management of Human Resources and to enable the students to meet HR challenges in the present scenario.
Description of the Course :	This course is designed to motivate the students to understand (1) Human Resource Management (2) Job Analysis, Job Enrichment and Job Enlargement, (3) Recruitment and Selection (4) Training and Development and Performance Management.
Objectives of the Course :	<p>To understand the basic concepts of Human Resource Management (HRM).</p> <p>To explain what Human Resource Management is and how it relates to the Management process.</p> <p>To provide an overview of functions of HRM.</p> <p>To describe how the major roles of HR Management are being transformed.</p>

Course Content

Unit 1	: Introduction to HRM and Recent Trends	11Hours
Introduction, Definitions of HRM, Nature of HRM, Features of HRM, Scope of HRM, Objectives of HRM, Functions and Principals of HRM. Introduction to E-HRM - Scope of E-HRM, Objectives of E-HRM, Types of E-HRM, Advantages and Disadvantages. Global Challenges in HRM- International HR Challenges. Environment of HRM– Internal and External forces affecting the HR function. Recent Trends in HRM: “Work life balance” as an important component of HRM- Corporate Social Responsibility (CSR) and HRM, HRM issues related BPO- KPO- Corporate Restructuring.		
Unit 2	: Strategic Human Resource Management , Job Analysis and Human Resource Planning	11 Hours
Strategic Human Resource Management- HRM and its Role in Creating Competitive Advantage; Creating Strategic HRM System. Job Analysis - Traditional Views, Modern Views, Uses of Job Analysis, Process of Job Analysis, Job Description, Job Specification. Methods for Collecting Job Analysis Information, Job Enrichment, Job Enlargement, Human Resource Planning Process, Steps in HR Planning Process, Affecting Factors and its Link with Strategic Planning.		
Unit 3	: Recruitment, Selection and Induction Process	12 Hours
Recruitment and Selection Process: Planning and Forecasting, Effective Recruiting, Internal and External Sources of Candidates, Recruiting a Diverse Workforce, Employee Testing and Selection, Induction and Placement.		
Unit 4	: Training, Development and Performance Management	14 Hours
Training and Development- Training and Development Process, Methods of Employee Training,		

Methods of Executive Development, Evaluating the Training Efforts. Performance Management- Components of Performance Management, Performance Appraisal Methods, Potential Appraisal, steps in Good Potential Appraisal System

Pedagogy	<p>The following methods and forms of study are used in the course Lectures, Case Studies and Self-study (doing home assignments based on reading of research papers on various aspects of HRM) Self-study on reading research papers and Reference books in Human Resource Management area to understand the importance of Human Resource Planning concepts, especially on understanding recruitment and selection, training and development of employees, performance management and appraisal decision as Human Resource Executive.</p>
Reference/Readings	<p>Aswathapa, K. 5th ed. Human Resource Management, Tata McGraw Hill. Bernadin , Human Resource Management ,Tata Mcgraw Hill ,8th edition. Decenzo and Robbins, Human Resource Management, Wiley, 8th Edition. Dessler Human Resource Management, Pearson Education Limited, Dipak Kumar Bhattacharyya, Human Resource Management, Excel Books. Ivancevich, JM, Human Resource Management, Tata McGraw Hill. Luis R.Gomez-Mejia, David B.Balkin, Robert L Cardy. Managing Human Resource. MadhurimaLall and SakinaQasim Zaidi, Human Resource Management, Excel Books, PHI Learning. Uday Kumar Haldar, Juthika Sarkar. Human Resource management. Oxford.</p>
Course Outcome	<p>Upon completion of the course the students will be able to: CO1: Understand the basic concepts of Human Resource Management (HRM). CO2: Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes. CO3: Administer and contribute to the design and evaluation of the performance management program. CO4: Develop, implement, and evaluate employee orientation, training, and development programs.</p>