# (B) Minor Courses MIC to be offered by the Department for students of other Departments of Commerce

Sl. No.	Sem	Type of Course		Name of Course	Credits	Marks CIA+ESE 30+70
1:	I	MIC-1	BCHRM/MIC-1	Fundamentals of HRM	3	100
2.	II	MIC-2	BCHRM/MIC-2	Training & Development	3	100
3-	III	MIC-3	BCHRM/MIC-3	Compensation Management	3	100
4 🕌	IV			Industrial Relations	3	100
5+	V	MIC-5	BCHRM /MIC-5	Labour & Empoloyment Laws in India	3	100
6.	V	MIC-6	BCHRM/MIC-6	Labour Welfare & Social Security	3	100
7-	VI		BCHRM/MIC-7	Management of Change	3	100
8-	VI	MIC-8		Group Dynamics	3	100
9-	VII	1	BCHRM/MIC-9	Stress Management	4	100
10.	VIII	MIC- 10	BCHRM/MI <sub>C-10</sub>	Strategi <sub>c</sub> HRM	4	100

Sub Total = 32

**Note:** The Department may reduce the syllabus of the Minor Courses as per the credit distribution. The Department concerned may also decide practical courses.

## GROUP C: HUMAN RESOURCE MANAGEMENT

## BCHRM/MIC-1: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

#### Objective:

To acquaint the learners with the basics Princes of H uman Resource Management and to promote their skill about recruitment, training and grievan bandling in the organization.

### Learning Outcomes

After the completion of the course, the student will be able to:

- 1. Understand the importance of human resources and their effectivenanagement in organizations as well as utilise the knowledge to gain competi tive advantage througheople.
- 2. Analyse the current theory and practice of recruitment and selection as well as realizing the importance of performance management syste m in enhancing employee performance.
- 3. Recommend action based on results of the compensation analysis and design compensation schemes that are cost effective and increase productivity of the workfeee.

BCHRM/MIC-1: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT (Theory: 3 credits)					
	Unit Topics to be covered				
1	Y . 1	Lectures			
1	Introduction: Concept, Nature, Functions, Importance and Scope of HRM; Functions and Qualities of a successful HR Manager; Human Resource Policies - Need, Sources, Process, Types and Contents A conceptual Framework of HR Planning; Job-Analysis; desorbipti on and Expecification.	8			
	Recruitment, Selection and Training: Recruitment Meaning and Sources of Recruitment. Selection – Process, Recruitment Vs. Selection, Common mistake in Group Discussion and Interview. Placement and Induction – Conceptual Framework, Job Change, Transfer and Promotion. Training – Meaning, Need, Importance and Method (on the job training and off thanhg).	10			
	Executive Development and Remuneration: Executive Development Programme – Meaning, Significance, Contents and Methods; Performance Appraisal-Concept, Need, Objectives, Methods of Performance Appraisal; Job Evaluation – Conceptual Framework Methods of Remuneration: An Elementary Knowledge of Methods of wage payment and Fringe Benefits.	12			
	TOTAL	30			

Suggested Rendings:

- Human Resource Management: Text and Cases VSP Rao, Excel Books
- Human Resource Management: Text and Cases K Ashwatappa TMM
- 3. Human Resource Management: Cary Dessler Pearson Publication
- 4. Human Resource Management: Cyrithia Fisher, Shaw Wiley Biztantra
- Human Resource Management: C. B. Gupta Sultan Chand
- Human Resource Management: Rosy & Joshi Kalyani Publisher
- Human Resource Management and OrganisationBehaviour: PKS Menon Himalaya
- Personnel Management: C. B. Memoria Himalaya Publishing
- Human Resource Management: Seema Sanghi Vikas
- 0 Human Resource Management: S. S. Khanka S. Chand

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