

Syllabus for four years B.Com in Human Resource Management

Subject under CBCS system and Semester System as per UGC
Regulations

(Curriculum and Credit framework for undergraduate programme)

(Group-C) Human Resource Management

(A) Major Core Courses

Sl. No.	Sem	Type of Course	Course Code	Name of Course	Credits	Marks CIA+ESE 30+70
1.	I	MJC-1	BCHRM/M JC-1	Principles & Functions of Management	6	100
2.	II	MJC-2	BCHRM/M JC -2	Fundamentals of Human Resource Management	6	100
3	III	MJC-3	BCHRM/M JC -3	Training & Development	5	100
4.	III	MJC-4	BCHRM/M JC-4	Compensation Management	4	100
5.	IV	MJC-5	BCHRM/M J C -5	Labour & Employment Laws in India	5	100
6.	IV	MJC-6	BCHRM/M JC-6	Labour Welfare & Social Security	5	100
7	IV	MJC-7	BCHRM/M J C -7	Industrial Relations	5	100
8	V	MJC-8	B CHRM/M JC -8	Group Dynamics	5	100
9	V	MJC-9	BCHRM/M JC -9	Business Mathematics & Statistics	5	100
10.	VI	MJC-10	BCHRM/M JC- 10	Organisational Behaviour	4	100
11	VI	MJC-11	BCHRM/M J C -11	Stress Management	5	100
12.	VI	MJC-12	B CHRM/M J C-12	Management of Change	5	100
13	VII	MJC-13	BCHRM/M JC -13	Business Economics	5	100
14.	VII	MJC-14	B CHRM/M JC- 14	Research Methodology	5	100
15	VII	MJC-15	BCHRM/M J C -15	Business Law	6	100
16.	VIII	MJC-16	B CHRM/M J C -16	Business Communication	4	100

Sub Total = 80

Note:

MJC – Major Course

BCHRM- B.Com in Human Resource Management

CIA- Continous Internal Assessment

ESE- End Semester Examination

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GROUP C: HUMAN RESOURCE MANAGEMENT

SEMESTER I

BCHRM/MJC-1: PRINCIPLES AND FUNCTIONS OF MANAGEMENT

Objective:

To acquaint learners with the basic concept of business, different forms of business organisation, basic management concept and the different management functions.

Learning Outcomes:

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

1. Know the principles of Management and the different levels at which decisions are taken by the management
2. Identify and explain Managerial skills used in business;
3. Analyse the concept of Delegation of Authority, coordination and control;
4. Assess the importance of effective communication in management
5. Validate the role of Motivation and Leadership in modern day management

COURSE CONTENTS:

BCHRM/MJC-1: PRINCIPLES AND FUNCTIONS OF MANAGEMENT (Theory : 6 credits)		
Unit	Topics to be covered	No. of Lectures
1	Principles of Management Management - Meaning and Characteristics; Fayol's 14 Principles of Management; Levels of Management Importance of Management, Arts and Science of Management- Skills of Management; Scientific Management - meaning, objectives, relevance and criticism.	10
2	Functions of Management: Planning and Organizing 1. Planning Meaning, Characteristics, Types of Plans Advantages and Disadvantages Approaches to Planning - Management by Objectives (MBO) Steps in MBO Benefits- Weaknesses ;Organizing Process of Organizing; Principles of Organisation - Formal and Informal Organisations Line, Staff Organisations, Line and Staff Conflicts. Functional Organisation; Span of Management -Meaning Determining Span Factors influencing the Span of Supervision .	10
3	Functions of Management: Authority and Coordination Meaning of Authority, Power, responsibility and accountability - Delegation of Authority - Decentralization of Authority; Definition, importance, process, and principles of Coordination techniques of Effective Coordination	10
4	Functions of Management: Control and Communication Control Meaning, Relationship between planning and control, Steps in Control Types (post, current, and pre-control). Requirements for effective control Communication-purpose, process, formal and informal communication, barriers to effective communication and overcoming these barriers	15

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5	Functions of Management: Motivation and Leadership Motivation-Meaning, importance, major motivation theories- Maslow's need hierarchy theory, Herzberg's two-factors theory, Vroom's Expectation Theory, extrinsic and intrinsic motivation; Leadership- meaning, theories, essential qualities, global leadership attributes, practicing leadership	15
TOTAL		60

Suggested Readings:

1. Basu, C. R. (1998). *Business Organization and Management*. New Delhi: McGraw Hill Publishing India.
2. Chhabra, T. N. (2011). *Business Organization and Management*. New Delhi: Sun India Publications.
3. Gupta, C. B. (2011). *Modern Business Organization*. New Delhi: Mayur Paperbacks.
4. Kaul, V. K. (2012). *Business Organization and Management, Text and Cases*. New Delhi: Pearson Education.
5. Koontz, H., & Weihrich, H. (2008). *Essentials of Management*. New York: McGraw Hill Education.
6. Singh, B. P., & Singh, A. K. (2002). *Essentials of Management*. New Delhi: Excel Books.
7. F. C Sharma, *Business Organisation*, SBPD Publications, Agra
8. M.C Shukla, *Business Organisation*, S. Chand Publications, New Delhi.
9. Y. P Verma, *Business Organisation*, Sahitya Bhawan Publications, Agra

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