

## 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**

**BCHRM/MJC-2: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

**Objective:**

To acquaint the learners with the basic Principles of Human Resource Management and to promote their skill about recruitment, training and grievance handling in the organization.

**Learning Outcomes**

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

- Understand the importance of human resources and their effective management in organization as well as utilise the knowledge to gain competitive advantage through people.
- Analyse the current theory and practice of recruitment and selection as well as realizing importance of performance management system in enhancing employee performance.
- Recommend action based on results of the compensation analysis and design compensation schemes that are cost effective and increase productivity of the workforce.

BCHRM/MJC-2: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT		
(Theory: 6 credits)		
Unit	Topics to be covered	No. of Lectures
1	<b>Introduction:</b> 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; Job description and Job specification.	10
2	<b>Recruitment, Selection and Training:</b> 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 the job training).	15
3	<b>Executive Development and Remuneration:</b> 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

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4	<b>Maintenance of Employees and Grievance Management:</b> Maintenance: Employee Health and Safety; Employee Welfare; Employer and Employee Relations – An overview. Grievance: Handling and Redressal; Grievance Procedure; Management of Employees Grievance Industrial Disputes: Causes and Settlement Machinery.	12
5	<b>Morale and Discipline:</b> Morale – Meaning, Factors Affecting, Methods of Measurement, Suggestive for Improving morale. Discipline – Need, Causes of Indiscipline, Suggestions for Effective Discipline, Procedure for Disciplinary Action. HR Audit – A Conceptual Framework of Human Resource Audit.	11
<b>TOTAL</b>		60

**Suggested Readings:**

1. Human Resource Management: Text and Cases – VSP Rao, Excel Books
2. 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
5. Human Resource Management: C. B. Gupta – Sultan Chand
6. Human Resource Management: Rosy & Joshi – Kalyani Publisher
7. Human Resource Management and Organisation Behaviour: PKS Menon – Himalaya Publishing
8. Personnel Management: C. B. Memoria – Himalaya Publishing
9. Human Resource Management: Seema Sanghi – Vikas
10. Human Resource Management: S. S. Khanka – S. Chand

A. K. V. 14.6.23

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