

Uka Tarsadia University
Department of Commerce and Management



B.Com (Computer Applications)

CC 5 Human Resource Management

(030100314)

Semester - III

Effective from June-2016

Syllabus Version: 1.01

Semester-III**CC 5 Human Resource Management
(030100314)****Credits: 6[Theory + Tutorial]****Contact Hours per Week: [5+1]****Course Objective:**

The course aims to provide a complete, comprehensive and essential knowledge of concepts and techniques of Human Resource Management required in organizations and business activities for effective managers.

Learning Outcomes:

Students will be able to understand the concepts of recruitment, selection, training & development as applied in business and gain an insight into management of human resources.

Pedagogic Tools:

Lectures, chalk and talk method, IT enabled audio-visual techniques, case analysis, field assignments, etc.

No.	Unit	Minimum No. of Contact Hours [Theory]	Minimum No. of Contact Hours [Tutorial]	Approx. Weight age %
1	Human Resource Management	11	2	17
2	Job Analysis; Human Resource Planning	10	2	16
3	Recruitment, Selection and Placement	11	3	17
4	Training	12	3	18
5	Executive Development	11	1	17
6	Performance Appraisal	10	2	15
	Total	65	13	100

B.Com (Computer Applications)	Subject	Hours
Semester – III	(03100314) CC 5 Human Resource Management	5hrs/week[Theory] 1hr/week [Tutorial]
	(Theory + Tutorial)	6 Credits

SECTION – I		
	Topics	Hours
Unit-1 [Weight age 17%]	Human Resource management	11
	1.1 Nature and Scope of Human Resource Management,	
	1.2 Objectives and Importance of HRM	
	1.3 History of Personnel/ Human Resource Management	
	1.4 Evolution of the Concept of HRM	
	1.5 Line and Staff Aspects of HR Managers	
	1.6 Functions of HR Managers	
	1.7 Principles of HRM	
	1.8 Personnel Policies, Procedures and Programmes	
	1.9 Role of HR Managers	
	1.10 HR's Evolving Role in the 21 st Century	
	1.11 The Human Resource Manager's Proficiencies and Qualifications	
	1.12 Globalization and HR	
Unit-2 [Weight age 16%]	Job Analysis; Human Resource Planning	10
	2.1 Introduction and Nature of Job Analysis	
	2.2 Uses of Job Analysis	
	2.3 Process of Job Analysis	
	2.4 Job Description	
	2.5 Job Specification	
	2.6 Role Analysis	
	2.7 Introduction and Features of Human Resource Planning	
	2.8 Objectives, Importance and Process of Human Resource Planning	
	2.9 Responsibility for HRP	
	2.10 Effective Human Resource Planning	

Unit-3 [Weight age 17%]	Recruitment, Selection and Placement		11
	3.1	Definition, Constraints and Challenges of Recruitment	
	3.2	Sources and Methods of Recruitment	
	3.3	New Approaches to Recruitment	
	3.4	Recruitment Policies and Procedures	
	3.5	Recruitment: Indian Experiences	
	3.6	Introduction and Definition of Selection	
	3.7	Purpose and Process of Selection	
	3.8	Placement	
	3.9	Induction/ Orientation	
3.10	Induction Training in India		
SECTION – II			
Unit-4 [Weight age 18%]	Training		12
	4.1	Introduction, Features and Importance of Training	
	4.2	Learning Principles: The Philosophy of Training	
	4.3	Areas of Training	
	4.4	Types of Training	
	4.5	Training Needs Assessment	
	4.6	Training Methods – On the Job and Off the Job Training Methods	
	4.7	Evaluation of Training Programme	
	4.8	Training Scenario in Indian Industry	
Unit-5 [Weight age 17%]	Executive Development		11
	5.1	Introduction and Concept of Executive Development	
	5.2	Training versus Development	
	5.3	Importance of Executive Development	
	5.4	Steps in the Organization of Management Development Programme	
	5.5	Training and Development in Indian Industry	
Unit -6 [Weight age 15%]	Performance Appraisal		10
	6.1	Introduction, Features and Objectives of Performance Appraisal	
	6.2	The Performance Appraisal Process	
	6.3	Methods of Performance Appraisal	
	6.4	Problems with Performance Appraisal	

	6.5	Essential Characteristics of an Effective Appraisal System	
	6.6	The challenges in Performance Management	

Text Book:

1. Rao, VSP. Human Resource Management: Text & Cases. New Delhi: Excel Book.

Reference Book:

1. Gupta, C. B. Human Resource Management. New Delhi: Sultan & Sons.
2. Aswathappa, K. Human Resource Management: Text & Cases. New Delhi: Tata McGraw-Hill Publishing Company Limited.