

B.Com. (Hons.): Semester-IV GE-2 BCM471: HUMAN RESOURCE MANAGEMENT	
<b>Teaching Scheme</b>	<b>Examination Scheme</b>
Lectures: 4 hrs/Week	Class Test – 12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 5	Attendance – 12 Marks
	End Semester Exam – 70 Marks

### Course Objective

The objective of this course is to enable learners to understand the importance of human resources and their effective management in organisations.

### Course Learning Outcomes

After completing the course, the student shall be able to:

- CO1: understand basic nature and importance of human resource management.
- CO2: analyze the current theory and practice of recruitment and selection.
- CO3: realize the importance of performance management system in enhancing employee performance.
- CO4: recommend actions based on results of the compensation analysis and design compensation schemes that are cost effective, that increase productivity of the workforce, and comply with the legal framework.
- CO5: understand role of modern HRM in meeting challenges of changing business environment.
- CO6: demonstrate knowledge of laws that influence behavior in relationships between employers and employees that ultimately influence the goals and strategies of the organization.

<b>Unit I: Introduction</b>
Meaning, importance and scope of HRM; Evolution of HRM; functions, status and competencies of HR manager; Human Resource Planning - quantitative and qualitative dimensions; Job analysis—job description and job specification; HR Policies.
<b>Unit II: Recruitment, Selection &amp; Development</b>
Recruitment, selection, placement, induction, and socialization – an overview; Developing Human Resources; Training – need, types, and evaluation; Role specific and competency based training.
<b>Unit III: Performance Appraisal</b>
Performance appraisal- nature and objectives; methods of performance appraisal, potential appraisal & employee counseling; Job changes—transfers and promotions; HR audit.
<b>Unit IV: Compensation</b>
Job evaluation; Compensation—concept and policies, base and supplementary compensation, performance linked compensation—individual, group, and organisation level.

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**Unit V: Employee Maintenance and Emerging Issues in HRM**

Employee health and safety, employee welfare, social security (excluding legal provisions); Grievance handling and redressal; Industrial disputes and settlement machinery; Emerging issues and challenges of HRM—employee empowerment, downsizing, work-life balance, use of technology in HRM functions; e-HRM, green-HRM, outsourcing HRM, ethics in HRM (surveillance vs. privacy).

**Suggested Readings**

- Decenzo, D. A.; & Robbins, S. P. (2011). Fundamentals of Human Resource Management, India: Wiley.
- Dessler, G. (2017). Human Resource Management. Pearson.
- Muller-Camen, M., Croucher, R., & Leigh, S. (2016). Human Resource Management: A Case Study Approach. CIPD, Viva Books.
- Pattanayak, B. (2018). Human Resource Management. Delhi. Prentice Hall of India.
- Rao, V. Human Resource Management: Text and Cases. Excel.
- Rastogi, S. Management of Human Resources. Sun India.

Note: Latest edition of readings may be used.

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