

Paper II

B.COM.LL.B.: Semester-IV BCL 402: HUMAN RESOURCE MANAGEMENT	
Teaching Scheme	Examination Scheme
Lectures: 4hrs/Week	Class Test -12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 5	Attendance – 12 Marks
	End Semester Exam – 70 marks

CO Number	CO Statement
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: use Human Resource as a tool to implement strategies.
CO6	realize the importance of performance management system in enhancing employee performance.

Unit I

Human Resource Management concept and function, role of competencies of HR manager at our policies evolution of HRM, emerging challenges of Human Resource Management, workforce diversity empowerment VRS work life balance downsizing.

Unit II

Recruitment & Selection: Recruitment, factors affecting recruitment, sources of recruitment, Selection: Process, selection test, Interview, Orientation, Placement; Training & Development: Training: Objectives & Importance of training, Training Methods: On job training and off- the job training.

Unit III

Employee Compensation: Compensation & Welfare, Job Evaluation.

Performance Appraisal: Techniques, Job Enlargement & Job Enrichment, Quality of Work Life, Worker's Participation in Management.

Unit IV

Employee Welfare: Various welfare schemes & Safety Measures. Employee Benefits: Meaning and its types, Fringe Benefits; Remuneration: Salary, Bonus, Commission, Long Term Incentives, Perquisites.

Unit V

Grievance Handling & Discipline: Meaning, Importance. Collective Bargaining: Meaning and Importance, Process.

Suggested Readings

- Aswathappa K Human Resource Management Tata McGraw Hill.
- Verma Pramod Savi Bagiyaprabandhan Rao VSP Human Resource Management Excel books.
- Tripathi PC Personnel Management and Industrial Relations Sultan Chand and Sons.
- Agarwal & Fauzdar, Human Resource Management-SBPD Publishing House, Agra (English/Hindi).