

Com-07

CLUSTER UNIVERSITY SRINAGAR
UG 2ND SEMESTER (NEP)
PROGRAMME: COMMERCE Honours
SUBJECT: MANAGEMENT

COURSE TITLE: HUMAN RESOURCE MANAGEMENT	COURSE TYPE: MAJOR
Course Code: UGCOM22J203	TOTAL CREDITS: 4 (THEORY-3; TUTORIAL- 01)

Course Objectives:

This course aims at providing an understanding of concepts, principles, and functions of human resource management in the present-day business environment. The course will use and focus on Indian Experiences, Approaches and Cases.

Learning Outcome

- Understand managerial roles in human resource affairs.
- Understand HRM approaches to staffing, selection and performance appraisal;
- Develop a clear understanding of the specific functions and activities of HRM by analyzing real life business problems/issues;
- Provide knowledge of contemporary issues and practical techniques associated with effective practice of HRM.

Curriculum Details:

UNIT-I	Introduction
	(a) Human Resource Management (HRM): Concept, Nature, Scope, Importance and Functions of HRM. (b) The changing environment of HRM - Globalization, Workforce Diversity, Organizational Restructuring, (c) HR Planning - Concept, Objectives and Process. Concept of Job Analysis, Job Description and Job Specification.
UNIT-II	Recruitment and Selection
	(a) Recruitment: Meaning, Sources, Methods and Factors affecting Recruitment. (b) Selection- Meaning, Sources, Methods. Recent Trends in Selection Process. (c) Orientation- Process and Sources. Placement and Induction- Importance, Benefits and Process. Promotions; Transfers; Demotion; Separation.
UNIT-III	Training and Development
	(a) Training: Training Process, Objectives, Importance and Methods of Training and Development. (b) Performance Appraisal: Concept, Process and Techniques, Performance Appraisal vs Potential Appraisal. Job Evaluation: Meaning, Objectives and Methods.
Unit- IV	Tutorial/Practical
	(a) Presentation on case studies based on syllabi of Unit I to Unit III/Classroom seminars and Group discussions wherever feasible. (b) Project Work/ Assignment based on case component/Theory component (Hard Copies to be submitted as well).

Suggested Readings:

1. Robbins S.P and D.A. Decenzo: *Human Resource Management*, Prentice Hall Inc., New Jersey.
2. Dessler, G: *Human Resource Management*, Pearson. Aswathappa, K:
3. *Human Resource and Personnel Management*, Tata McGraw Hill, New Delhi.
4. Rao, V.S.P: *Human Resource Management- Text and Cases*, Excel Books.