**GOVERNMENT P.G. COLLEGE, AMBALA CANTT**

**Course File: (Session 2023-24)**

**Class: M.Com. – I/2nd Semester**

**Subject Code and Name: MC – 201, Human Resource Mangement**

**SYLLABUS**

**External Marks: 80**

**Internal Marks: 20 Time: 3 Hours**

**Note:** There will be eight (8) questions in all. The first question is compulsory and consists of six (6) short-questions having four (4) marks each. Answer to these questions should not exceed 150 words. The candidate will be required to attempt any four questions out of remaining seven (7) questions and each question carries fourteen (14) marks each. Duration of each paper will be three (3) hours.

Human Resource Management (HRM): Concept, evolution, scope, importance, objectives and functions, HRM in dynamic environment; Building up skills for effective HR manager; Global HRM; Human resource planning; Human resource information system; Human Resource policy; Job analysis; Recruitment; Selection; Induction and Placement.

Work Force: Promotion, transfer and separation; Employee training and executive development; Career planning and development; performance and potential appraisal; Empowerment, quality of work life, Compensation – nature and significance; Incentives and employee benefits; Job satisfaction; Job stress management.

**REFERENCES**

Armstrong, M A: Handbook of Human Resource Management, Routledge, Landon.

Beardwall, I and L. Holden, Human Resources Management, Macmillan India Ltd., New Delhi

Cascio, W.F.: Managing Human Resources, Mc-Graw Hill Inc., New York

Dwivedi, R S: Managing Human Resources – Industrial Relations in Indian Enterprises, Galgotia Publishing Ltd, New Delhi.

Krishnaven R.: Human Resource Development – A Researcher’s Perspective, Excel Books, New Delhi.

Mello, J.A.: Strategic Human Resource Management, Thomson Learning, Delhi.

Monappa, A: Managing Human Resource, McMillan India, Ltd. New Delhi. Saini, Debi S. and Sami A.

Khan (eds.): Human Resource Management, Response Books, Delhi. Rao VSP: Human Resource Management, Excel Publishers Pvt. Ltd., New Delhi

**COURSE OBJECTIVES**

The course objectives outlined are as follows:

1. Demonstrate an understanding of key terms, theories/concepts and practices within the field of HRM
2. Demonstrate competence in development and problem-solving in the area of HR Management
3. Provide innovative solutions to problems in the fields of HRM
4. Be able to identify and appreciate the significance of the ethical issues in HR

**COURSE OUTCOMES**

After completion of the course students will be able to

* Effectively manage and plan key human resource functions within organizations
* Examine current issues, trends, practices, and processes in HRM
* Contribute to employee performance management and organizational effectiveness
* Problem-solve human resource challenges
* Develop employability skills for the workplace
* Develop effective written and oral communication skills.

**Lesson Plan**

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| **Week No** | **Scheduled Dates** | **Topics to be Covered** |
| **1.** | **1-6 January** | Introduction to HRM |
| **2.** | **8-13 January** | International HRM |
| **3.** | **15-20 January** | Personnel Management  |
| **4.** | **22-27 January** | Human Resource Planning, Recruitment, Selection  |
| **5.** | **29-3 February** | Job Analysis, Placement,  |
| **6.** | **5-10 February** | Promotion, Training, Development |
| **7.** | **12-17 February** | Career Planning |
| **8.** | **19-24 February** | Performance Appraisal, Quality of Work Life |
| **9.** | **26-2 March** | Managing Quality |
| **10.** | **4-9 March** | Compensation Management |
| **11.** | **11-16 March** | Compensation Management,  |
| **12.** | **18-23 March** | Motivation,  |
| **13.** | **1-6 April** | Job Satisfaction |
| **14.** | **8-13 April** | Stress Management  |
| **15.** | **15-20 April** | Human Resource Information System |
| **16.** | **22-27 April** | Revision |