

AC 27/6/2013 Item no.

**4.35 REVISED SEMESTERISED SYLLABUS
M.COM PART I
BUSINESS MANAGEMENT PAPER
I 2013-2014**

HUMAN RESOURCE MANAGEMENT

Learning outcomes:

- 1) Understand the value and importance of human resources in an organization
- 2) Appreciate the need for a dedicated department to manage human resources
- 3) Analyse the ways and means of hiring and appraising human resources
- 4) Apply information technology in HRM

SEMESTER - I

MODULE I Introduction to Human Resources Management

- a) HRM –Meaning, Importance and Evolution
- b) Context of HRM practices-Environmental influences
- c) HRM department as an integral part of organizations-
- d) Objectives of HRM department
- e) HRM in global setting

MODULE II Human Resource Planning

- a) Role of HRP- Factors affecting HRP
- b) Steps in HRP
- c) Information Management in HRP-Importance of Human Resource Information System
- d) Job Analysis-Process-Tools and Techniques
- e) Psychological and Behavioural Issues in HRP

MODULE III Recruitment and Selection

- a) Purpose, Importance and Sources of Recruitment-Factors governing recruitment process
- b) Tools of selection and Selection Process
- c) Inducting and Placing the new recruits
- d) Role of recruitment agencies

MODULE IV Appraising and Managing Performance

- a) Introduction-definition, objectives, need and importance of Performance Appraisal
- b) Process of Performance Appraisal
- c) Traditional and Modern Techniques of Performance Appraisal-

- d) Limitations of Performance Appraisal**
- e) Ethical aspects in Performance Appraisal**

Recommended books :

1. Management of Human Resource (A Behavioural approach to personnel) by Darovedo R.S. / Oxford and IBH Publishing Co., New Delhi – 1952.
2. Personnel Management (Management of Human Resources) by Dr. C.B. Mamoria/Himalaya Publishing House, Bombay – 1980
3. Designing and Managing Human Resource Systems by Udai Pareek and T. Vnkateswara Rao / Oxford and IBH Publishing Co. New Delhi – 1981
4. Managing Human Resources, Productivity, Quality of work life, profits by Wayne F Cascio / McGraw Hill International Editions – 1986
5. Dynamic Personnel Administration – Management of Human Resources by M. N. Rudrabosava Raj / Himalaya Publishing House, Bombay – 1979
6. Personnel – the human problems of Management George Strauss, Leonard R Sayles / Prentice Hall of India Pvt. Ltd. – New Delhi – 1985
7. What is needed to perform the personnel function successfully (Personnel and Human Resources Administration)
8. Resource Development by Richard D Irwin, U.B. Singh / Rawat Publications, New Delhi – 1992.
9. Personnel / Human Resource Management by Terry L Leap and Michael D Crino / acmillan Publishing Co.- New York, 1990
10. Hand book of Human Resource Management by Nadley Leonard, John Wileys and Sons – 1984.
11. Human Resource Development – The Recent Experience by Sievera
12. Readings in Human Resource Development by T V Rao
13. Recent Experience in HRD by T V. Rao and D Perera
14. Training for Development by Perera and Linton

Question Paper Pattern

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|--|-----------------|
| Q 1 Answer any two out of three (Module/Para I) | 15 marks |
| Q 2 Answer any two out of three (Module/Para II) | 15 marks |
| Q 3 Answer any two out of three (Module/Para III) | 15 marks |
| Q 4 Answer any two out of three (Module/Para IV) | 15 marks |

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HUMAN RESOURCE MANAGEMENT

Learning outcomes:

- 1) Understand the value and importance of human resources development
- 2) Appreciate the need for a succession planning
- 3) Organize various employee centered programmes and measures
- 4) Become innovative in managing human resources

SEMESTER – II

MODULE I Training and Development

- a. **Training-need, objectives and importance of training,**
- b. Need and importance of Management Development Programme,
- c. Designing an Effective Training and Development Programme,
- d. Evaluation of the Effectiveness of Training Programmes,
- e. Challenges before a Trainer,
- f. Self Development Mechanism, Knowledge Enrichment and Career Advancement

MODULE II Succession Planning :

- a) Need for Succession planning with special reference to family oriented enterprises and professionally managed organizations
- b) Culture as a factor in Succession Planning
- c) Problems and Issues in Succession Planning at different levels in organisations
- d) Grievance Procedure and Resolving Disputes

MODULE III Health and Safety Aspects of HRM :

- a) Organisational commitment towards safety and health of human resource
- b) Safety measures and safety programmes
- c) Ensuring mental and physical health
- d) Stress and its impact on job performance-managing stress at work
- e) Employee welfare as organizational mission

MODULE IV Recent trends in Human Resources Management

- a) 'Work –Life balance' as an important component of HRM
- b) Corporate Social Responsibility and HRM
- c) HRM issues related to BPO-KPO-Organizational Restructuring
- d) Innovative Employee Incentive Schemes in Global Scenario

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