Human Resource Management

Course Code: COM-301
Max Marks: 100
M.Com : 3rd Semester
Term End Exam : 80
Cont. Assessment : 20

Course Objectives: This course is designed to acquaint the students with the ever increasing importance of human resources as the vital source of competitive advantage for today’s organizations. Specifically the course is designed:

- to equip the students with requisite skills & tools to undertake HR & its allied functions;
- to encourage students to develop a holistic HR perspective to achieve organizational goals;
- to develop students as the change agents fraught with social and ethical concerns.

Unit - I
Origin and Development of Human Resource Management (HRM); Roles & Responsibilities of HR Departments; Discrepancies between Academic Research & HRM Practice; HRM & Personnel Management; Financial Impact of HR activities; Employee Behaviors & HR Strategies; Strategic HRM; Trends enhancing the Importance of HRM; Global HR Practices.

Unit – II
Job Analysis: Concept; Reasons for Conducting JA; Methods of Job Analysis; Job Description & Job Specification. Human Resource Planning: Concept & Methods of Forecasting HR Requirements; Recruitment: Concept & Sources of Recruitment; Personnel Selection: The Use of Tests & Inventories in Selection; Types of Validation Studies; Employment Interviews: Methods & Problems with interviewing. Company Induction: Initial briefing; Purpose & Types of Socialization Programmes.

Unit - III

Unit – IV
Developing Careers: Challenges in Career Development; Meeting the Challenges of Effective Career Development; Self-Development. Managing Compensation: Designing a Compensation System; Job Vs. Individual Pay; Compensation Tools; Pay for Performance: The Challenges; Meeting the Challenges of Pay-for-Performance Systems; Types of Pay-for-Performance Plans.

Suggested Readings: