

**M.Com. Part II Semester III**  
**Business Administration Special Paper V.**  
**Subject Title -: Human Resource Management**  
**Course Code -: 313**  
**(w.e.f. Academic Year: 2014-15)**

**Objectives:**

1. To acquaint the students with in-depth knowledge of HRM.
2. To inculcate among students various practices followed by HR managers.
3. To create understanding about recent trends in HRM

<b>UNIT NO</b>	<b>CHAPTER</b>	<b>PERIODS</b>
<b>UNIT-I</b>	<b>HUMAN RESOURCE MANAGEMENT</b> Introduction – Meaning & Definition .Concept, Approaches, Functions, Challenges of HRM in Indian Context & in changing business scenario. H R Environment – Technology and Structure, Network Organisations, Virtual Organizations, Workforce Diversity, Demographic Changes, Entry of female employees in the workforce, Dual Career Employees, Employee leasing, Contract Labour, Global Competition, Global sourcing of Labour, WTO and Labour Standards.	<b>12</b>
<b>UNIT-II</b>	<b>MANPOWER PLANNING &amp; DEVELOPMENT</b> Objectives, Estimating Manpower Requirement, Recruitment & Selection Sources of Recruitment and Process of Selection & Assessment Devices Retention of Manpower, Succession Planning. Training Process and Methodology, Need and Objectives, Training Procedure, Methods of Training and Aids, Evaluation of Training Programmes.	<b>12</b>
<b>UNIT-III</b>	<b>Performance Appraisal and Merit Rating.</b> Definition, Methods of Performance Appraisal, Result Based Performance Appraisal, Errors, Ethics in Performance Appraisal, 360 Degree Feedback. Merit Rating – Promotions, Transfers, Job Description, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation.	<b>12</b>
<b>UNIT-IV</b>	<b>Retirement/Separation/Retrenchment Strategies&amp; New Concepts in HRM</b> Kinds of Retirement, VRS and Separation Schemes, Early Retirement Plans, Resignation, Discharge, Dismissal, Suspension, Lay off. New Concepts of Customer Service Level and Agreement, SQDCS, HR Audit, Benchmarking, Downsizing, HR Outsourcing, Assessment Centres. Building Human capital & Employee Satisfaction Survey	<b>12</b>
	<b>TOTAL</b>	<b>48</b>

**Recommended Books :**

1. Human Resource Management -Garry Dessler
2. Human Resource Management -R S Dwiwedi
3. Human Resource Management -V P Michael
4. Human Resource Management -Mirza and Saiyadin
5. Managing Human Resource -Arun Monappa
6. Strategic Human Resource Management – Charles R Gre en

7. Strategic Human Resource Management - Kandula
8. Strategic Human Resource Management -Jeffery B Mello
9. Personnel & Human Resource Management -Robert Mat & Jhon Jackson
10. Dynamics of Personnel Administration –Dr.Rudrabasav raj
11. Personnel & Human Resource Management –A.M Saxena
12. Manushyabal Vyavasthapan Va Audyogik Sambandha -Dr Madhavi Mitra
13. Employee First & Customer Second :Vinit Nayer