**Name of Teacher: Seema Kwatra**

**Course : B.Com NEP UGC, Semester: 2**

**Paper BC 2`3 : Human Resource Management**

**Theory + Tutorial : 3 Credit hrs. (Three Lectures) + 1 Credit hr. (One tutorial per group)**

**Subject Objectives**: The course aims to acquaint the learners with the techniques and principles to manage human resources of an organisation for better performance and workplace environment. Learning Outcomes After the completion of the course, the learners will be able to:

1. Evaluate the importance of contemporary and emerging HR issues.

2. Analyze the concept and sources of recruitment and selection process.

3. Devise employee training and development programs.

4. Design performance appraisal techniques and compensation schemes.

5. Design HR policies for employee engagement and experience; grievance redressal, employee health, safety, welfare, social security, and stress-free work life balance.

**LESSON PLAN (for the year 2022-23)**

**(Unit-wse)**

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| UNIT/Lectures & Tutorials | Topics for student Preparation (INPUT) | Procedure (tools) | Evaluation with Assessment |
| unit 1: Introduction to Human Resource Management ( 9 lectures) | Concept and functions; Role, status and competencies of HR manager; HR policies; Evolution of HRM; Emerging challenges of HRM- Workplace diversity, empowerment, downsizing, VRS, work life balance. | Lectures | Assignments |
| Unit 2: Procurement of Human Resource (9 Lectures) | Human Resource Management Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification; Recruitment – concept and sources; Selection – concept and process; Test and interview; Placement, induction and socialization; Retention of employees. | Lectures | Assignments |
| Unit 3: Upgrading Employees: Training and Development (9 lectures) | A. Concept and significance; Role specific and competency-based training; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, hands on, shadowing, e-learning, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing. B. Scope of training; On board, soft skills, technical skills, product & service, quality, antiharassment, legal. | Lecture | Assignments |
| Unit 4: Performance Appraisal and Compensation Management (3 Lectures) | Performance appraisal- Nature, objectives and process; Performance management; Methods o performance appraisal; Potential appraisal; Employee counselling; Job Transfer and promotion. Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organisation incentive plans; Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation. | Lectures | Assignments |
| Unit 5 : Employee Maintenance, Engagement and Emerging Horizons (9 Lectures) | Employee health and safety; Employee welfare; Social security (excluding legal provisions); Employer-employee relations; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery, Stress-free environment, Rejuvenation breaks and leisure activities. Emerging Horizons; Redundant manpower, e-HRM; Human Resource Information System (HRIS); HR Audit, Emerging job opportunities, Talent management, Employee burnout, work life balance, work from home. | Lectures and Tutorials | Assignments & tests |

Suggested Readings ● Aswathappa, K. & Dash, S. (2021). Human Resource Management-Text and cases (9th Ed.), Tata McGraw-Hill. ● Chhabra, T. N. & Chhabra, M. (2020). Human Resource Management. New Delhi: Sun India Publications. ● Decenzo, D. A., & Robbins, S. P. (2009). Fundamental of Human Resource Management, New Jersey: Wiley. ● Dessler G. & Varrkey B. (2020). Human Resource Management, Sixteenth Edition, Pearson Paperback. ● French, W. L. (2006). Human Resource Management. Boston: Houghton Mifflin. ● Gupta, C. B. (2018). Human Resource Management. New Delhi: Sultan Chand & Sons. ● Pattanayak, B. (2019). Human Resource Management (6th ed.). PHI learning ● Prasad, L. M. (2018). Human Resource Management. New Delhi: Sultan Chand & Sons ● Rao, V. S. P. (2020). Human Resource Management (2nd Ed.). New Delhi: Taxmann Pvt. Ltd. ● Sengupta, A. (2018). Human Resource Management, Sage Textbook.