

BHAGWAN MAHAVIR UNIVERSITY, SURAT
SY B.Com. (Bachelor of Commerce)
1060204306 - HUMAN RESOURCE MANAGEMENT

Second Year B.Com

Semester - III

Subject Name	Human Resource Management
Subject Code	1060204306
Objectives	<ul style="list-style-type: none"> The objective of this course is to help the students to develop an understanding of the concept & techniques of essential functions of human resource management
Course Outcome	<ul style="list-style-type: none"> Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes. Develop, implement, and evaluate employee orientation, training, and development programs.
Course Duration	The course duration is of 45 sessions of 60 minutes each.
Teaching Methods	<p>The course will use the following pedagogical tools:</p> <p>(a) Lectures and Discussions</p> <p>(b) Assignment/Activities/Quiz/Class participation</p>
Evaluation	Continuous Evaluation
	Internal Assessment-(30 Marks)
	Internal Exam/Assignments/Quiz/Class participation/Attendance, etc.
	External Assessment- (70 Marks)

Course Content

Unit-1	HUMAN RESOURCE MANAGEMENT & DEVELOPMENT	30%
	<p>1.1 HRM: Definition, importance , Objectives, Scope, Function</p> <p>1.2 HRP: Definition, meaning, characteristics and features, Process, Levels of HRP, Problems or barriers to HRP</p> <p>1.3 HRD: Definition, goals challenges</p> <p>1.4 HRM support for improvement programs Work life balance</p>	
Unit-2	Job Analysis & Career Planning	20%
	<p>2.1 Job analysis: Concept, objectives ,uses of Job Analysis</p> <p>2.2 Job Description and job specification</p> <p>2.3 Concept of career, career planning and succession planning</p> <p>2.4 Career Stages</p> <p>2.5 Elements of career development programmes</p> <p>2.6 Steps in Career development system</p>	

Unit-3	TRAINING AND DEVELOPMENT	25%
	3.1 Meaning, importance, objectives of Training 3.2 Need of Training 3.3 Steps of Training 3.4 Training Methods (on the job and off the job methods) 3.6 Special Aspects of Training 3.7 Job Shadowing	
Unit-4	INTERNATIONAL HUMAN RESOURCE MANAGEMENT	25%
	4.1 Introduction 4.2 Global Recruitment 4.3 Global Selection Process 4.4 Expatriates 4.5 Global Training & Development 4.6 Compensation in Global Companies	

Text Book:

1. Essentials of Human Resource Management and Industrial Relations P. SubbaRao (Himalaya Publishing House)

Reference Books:

1. Human Resource Management by C. B. Gupta
2. Human Resource Management by Dr. S.S. Khankha
3. Human Resource & Personnel Management by K. Ashwathappa