

## Human Resource Management

<b>Program Name – B.Com</b>		<b>Semester – VI</b>		
<b>Course Name: Human Resource Management</b>		<b>Course Code:</b>		
<b>Vertical</b>		<b>Major (Mandatory)</b>		
<b>Periods per week (60 minutes)</b>		<b>04</b>		
<b>Tutorial/Lab Work</b>		-		
<b>Credits</b>		<b>04</b>		
		<b>Duration</b>	<b>Total Marks</b>	<b>Minimum Passing Marks</b>
<b>Evaluation System</b>	<b>End Semester Examination</b>	<b>120 Minutes</b>	<b>60</b>	<b>24</b>
	<b>Continuous Internal Assessment</b>	<b>90 Minutes</b>	<b>40</b>	<b>16</b>

### Objectives of the Course:

1. To familiarize the learners with the concept and functions of human resource management, strategic human resource management, human resource planning, job designing, recruitment and selection processes and the use of artificial intelligence in recruitment and selection practices.
2. To orient the learners about human resource development, training and development, performance appraisal, potential appraisal, HR Analytics, career planning, succession planning, mentoring and counseling techniques.
3. To familiarize the learners with the concepts of leadership, motivation, employee morale, Emotional Quotient, Spiritual Quotient, Adversity Quotient, employee grievances, employee welfare and health and safety measures.
4. To orient the learners about HR in the changing environment, various job competencies, millennial organizations, employee engagement, Human resource Information System (HRIS), changing patterns of employment, employee empowerment, workforce diversity, Diversity, Equity and Inclusion (DEI), attrition, downsizing, employee absenteeism, work life balance and prevention of sexual harassment at work place.

Modules	Details	Lectures
1.	Human Resource Management	15
2.	Human Resource Development	15
3.	Behavioral Aspects	15
4.	Trends in Human Resource Management	15
	<b>Total</b>	<b>60</b>

**R- Remember, U- Understand, A – Apply, AN- Analyze, EV- Evaluate, CR - Create**

Module / Unit	Syllabus	Level of Knowledge Applicable as per Blooms Taxonomy
<b>I</b>	<p><b><u>Human Resource Management:</u></b></p> <p>a) Human Resource Management Concept, Functions, Importance, Traditional v/s Strategic Human Resource Management</p> <p>b) Human Resource Planning- Concept Steps in Human Resource Planning Job Analysis-Concept, Components, Job design- Concept, Techniques</p> <p>c) Recruitment- Concept, Sources of Recruitment, Selection - Concept, process, Techniques of E-selection, <b>Artificial Intelligence (AI) – Concept and use of AI in recruitment and selection practices.</b></p>	<p>A) R, U</p> <p>B) R, U, AN</p> <p>C) R, U</p>
<b>II</b>	<p><b><u>Human Resource Development:</u></b></p> <p>a) Human Resource Development- Concept, functions, Training- Concept, Process of identifying training and development needs, Methods of Training &amp; Development (Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In, basket, management games) Evaluating training effectiveness- Concept, Methods</p> <p>b) Performance Appraisal- Concept, Benefits, Limitations and Methods, Potential Appraisal- Concept and Importance. <b>HR Analytics- Concept, Importance and Methods.</b></p> <p>c) Career Planning- Concept, Importance Succession Planning- Concept, Need Mentoring- Concept, Importance, Counseling- Concept, Techniques.</p>	<p>A) R, U, AN</p> <p>B) R, U, AN</p> <p>C) R, U, A</p>

<p><b>III</b></p>	<p><b><u>Behavioral Aspects:</u></b></p> <p>a) Leadership Concept, Transactional &amp; Transformational Leadership Motivation- Theory of Motivation)</p> <p>b) Employees Morale- Concept, Factors affecting Morale, Measurement of Employees Morale Emotional Quotient (EQ) and Spiritual Quotient (SQ) - Concept, Factors affecting EQ &amp; SQ. <b>Adversity Quotient (AQ) – Concept and Importance.</b></p> <p>c) Employee Grievance- Causes, Procedure for Grievance redressal, Employee welfare measures and Health &amp; Safety Measures.</p>	<p>A) U, A</p> <p>B) U, A, EV</p> <p>C) U, A, AN</p>
<p><b>IV</b></p>	<p><b><u>Trends in Human Resource Management:</u></b></p> <p>a) HR in changing environment: Competencies- concept, classification, Millennial Organizations–Concept, Need and Managerial role.</p> <p>b) Trends in Human Resource Management: Employee Engagement- Concept, Types, Human resource Information System (HRIS), Concept, Importance, Changing patterns of employment.</p> <p>c) Challenges in Human Resource Management: Employee Empowerment, Workforce Diversity, <b>Diversity, Equity and Inclusion (DEI) – Concept and Strategies</b>, Attrition, Downsizing, Employee Absenteeism, Work life Balance, Sexual Harassment at work place, Domestic and International HR, Practices.</p>	<p>A) U, AN</p> <p>B) U, A</p> <p>C) U, AN, EV</p>

**Course Outcomes:**

**CO 1:** Learners will be able to understand the concept and functions of human resource management, strategic human resource management, human resource planning, job designing, recruitment and selection processes and the use of artificial intelligence in recruitment and selection practices.

**CO 2:** Learners will be able to analyze the concepts related to human resource development, training and development, performance appraisal, potential appraisal, HR Analytics, career planning, succession planning, mentoring and counseling techniques.

**CO 3:** Learners will be able to apply the concepts of leadership, motivation, employee morale, Emotional Quotient, Spiritual Quotient, Adversity Quotient and develop the abilities to deal with employee grievances and understand the need of employee welfare and health and safety measures.

**CO 4:** Learners will be able to familiarize themselves about HR in the changing environment, various job competencies, millennial organizations, employee engagement, Human resource Information System (HRIS), changing patterns of employment, employee empowerment, workforce diversity, Diversity, Equity and Inclusion (DEI), attrition, downsizing, employee absenteeism, work life balance and prevention of sexual harassment at work place

### Examination and Evaluation Pattern

The examination for the students in this course will be held under two heads:

- Continuous Internal Assessment
- End Semester Examination

Type	Continuous Internal Assessment	End Semester Examination
<b>Total Marks</b>	40	60
<b>Minimum Passing Mark</b>	16	24

### Continuous Internal Assessment

Continuous Internal Assessment for 40 marks would include:

Evaluation type	Marks
One project/assignment of 20 marks and One written test of 20 marks.  Format of written test: Q.1 Short Notes (any 4 out of 6) ----- 20 M	40

### End Semester Examination

- Maximum Marks: 60
- Questions to be set: 04
- Duration: 2 Hours

**All Questions are Compulsory Carrying 15 Marks Each**

Question No	Particulars	Marks
Q-1	Answer any 2 out of 3	15
Q-2	Answer any 2 out of 3	15
Q-3	Answer any 2 out of 3	15
Q-4	Answer any 2 out of 3	15

**Percentage of 6 categories of Blooms Taxonomy in question paper**

	Continuous Internal Assessment (40 Marks)		End Semester Examination of 60 Marks						
% in Question Paper	Remember	Understand	Remember	Understand	Apply	Analyze	Evaluate	Create	100%
	20%	20%	-	30%	10%	10%	10%	-	

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