

B. COM

Human Resource Management (100 Marks- 75 Lectures)

Objectives: It makes an attempt to knead all aspects of HRM to enable the students comprehend the key and vital issues of HRM in a dynamic environment.

Unit – I

(30 Marks-25 Lectures)

a- Human Resource Planning

Human resource planning (HRP) defined, objectives and importance of HRP, human resource planning process, barriers to HRP, how to make HRP effective

b- Job Analysis and Design

Process of Job analysis, methods of data collection, concept of job design, factors affecting job design, methods/ techniques of design.

c- Recruitment, Selection and Placement

Meaning, sources of recruitment and recruitment process in brief, business Process Outsourcing, need for outsourcing, HR Outsourcing Opportunities in India, benefits in outsourcing, meaning of selection , meaning of placement.

Unit - II

(25 Marks-20 Lectures)

a- Employee Compensation: Concept of Wage - Factors determining Wage Rates- Essentials of a sound Wage system – System of wage payment- (i) Time wage system- advantages and limitations (ii) Piece wage system- advantages and limitation Individual wage incentive plans Meaning - (i) Halsey Premium Plan (ii) Rowan Plan (iii) Taylor's Differential Piece rate Plan (iv) Emerson's Efficiency plan Group incentive plans Meaning- (i) Profit sharing scheme-features advantages and disadvantages (ii) Co-partnership – features - advantages and limitations. Payment of bonus act 1965 – Meaning and features.

b- Employee Empowerment: Meaning, conditions necessary for empowerment, forms of empowerment, empowerment in India: An Overview, barriers to empowerment.

c- Workers Participation in Management: Definition and objectives, forms of workers participation in management, workers participation in management: An Overview

Unit –III

(25 Marks-15 lectures)

a- Labour Welfare: Concepts and objectives- Labour welfare agencies – (1)

Government (11) Employers and (11) Trade Unions. Labour Welfare Programmes in Industries –Statutory and Non Statutory measures.

b- Trade Unions: Definition of trade Union- Functions of Trade Unions- Trade Union

Movement in India- Weaknesses and problems of Indian Trade Unions- suggestions for healthy growth of Trade Unions in India – Challenges faced by trade Union in the

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light of globalization.

- c- Labour Turnover and Labour Absenteeism: Meaning of labour turnover and absenteeism, causes and effects of labour turnover and absenteeism, measures to minimize labour turnover and absenteeism.**

Unit – IV

(20 Marks-15 lectures)

- a- HRM in a changing environment – Changing environment of HRM, changing role of HRM**
- b- Competencies and learning organizations: Employee branding, The need for innovation, creating an innovative organization, managerial roles, creating the innovation culture**
- c- Re - Engineering : Business Process Re-engineering.**

Books for Study and Reference:

- 1- David Lepak/ Mary Gowan Human Resource Management, Dorling Kindersley (India) Pvt Ltd, licensees of Pearson Education**
- 2- Dr. S.S Khanka. Human resource Management (Text and Cases), S. Chand and Co Ltd. New Delhi**
- 3- Sadri.J, Sadri.S, Nayak.N, A Strategic Approach to Human Resource Management, JAICO Publishing House**
- 4- Kale, Ahmed, Industrial Management, Vipul Prakashan, Mumbai**
- 5- Kale N.G Industrial Organisation and Management, Manisha Prakashan, Mumbai**

