

SEMESTER – V
B.Com Hons/IT
HUMAN RESOURCE MANAGEMENT
DSC
W.e.f-2019-20

Scheme of Instruction
Total duration :60Hrs
Hours / Week :5Hrs
Credits : 5Cr
Instruction Mode : Lecture
Course Code : BM.07.301.18T

Scheme of Examination
Max Marks :100
Internal Examination:40
External Examination :60
Exam Duration:3Hrs

Course Objective: To acquaint students with Human Resource Managerial Skills.

Course Outcome: On Successful completion of the Course, Students will be able to:

- CO 1: Explain the objectives, functions, careers in HRM and challenges in HRM.
- CO 2: Describe the need for Human Resource Planning and the process of Human Resource Planning.
- CO 3: Appraise different sources of recruitment and selection procedure.
- CO 4: Describe HRD appraisal methods, training methods and career planning.
- CO 5: Evaluate the recent trends in HRM and ethical issues HRM.

Unit-I INTRODUCTION

Meaning and definitions – Significance – Objectives – Functions of HRM – Qualifications and Qualities of HR Managers – Careers in HRM. - Challenges of HRM: BPO- HR Issues

12 Hrs

Unit-II HUMAN RESOURCE PLANNING.

HRP: Meaning, Benefits; Factors affecting Human Resource Plan – External Factors – Internal Factors; Process of HRP. Job Design – Job Analysis – Process of Job Analysis – Uses of Job Analysis; Job Description, Job Specification, Job Rotation, Job Enlargement, Job Enrichment (only meaning).

12 Hrs

Unit-III RECRUITMENT, SELECTION

Recruitment: Meaning, Definition, Objectives; Sources of Recruitment: Internal and External; Selection: Meaning, Definition, Selection Procedure – Tests – Types of Tests – Interview – Types of Interviews – Steps involved in Interview Process.

12 Hrs

Unit-IV HUMAN RESOURCE DEVELOPMENT

HRD – Meaning, Need for HRD, Objectives; Performance Appraisal: Meaning, Purpose, Methods (brief explanation), Performance Appraisers, Problems of Performance Appraisal; Training and Development : Need for Training – Benefits of Training; Stages in Training Process – Training Methods- on the job- off the job, Evaluation of Training Programmes; Career Planning – Counseling – Mentoring

12 Hrs



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Unit-V Trends of HRM 12 Hrs

E-HRM: Introduction – Information System Applications in HRM – E-Business and Neural Networks
Aspects of E HRM, E-Training and Development. Challenges

International HRM: Expatriates-International Adjustment-Dimensions of International Adjustments
(brief explanation)

Ethical Issues HRM: Ethical Issues in Employment, ethical issues in HRD

Reference Books:

- Essentials of Human Resource Management and Industrial Relations P.SubbaRao - Himalaya Publications 2015
Human Resource Management :K.Aswathappa – Tata Mc.Graw Hill.
Dessler, G., and Varkkey, B., Human resource management, Pearson Education, Delhi
Dowling P. J., International human resources management, Cengage EMEA
Personal Management and Industrial Relations N.K.Sahni&Yogesh Kumar : - Kalyani Publishers
Human Resource Management ArunManoppa&SaiddinMirza



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Osmania University,
Hyderabad-500 007, T.S.