

SD COLLEGE HOSHIARPUR
Teaching, Learning and Evaluation Plan
B.COM 2nd Semester

Course Title: HUMAN RESOURCE MANAGEMENT (BCM207)

Objectives of the course:

Objective: The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.

Learning Outcome: It will enhance student knowledge about the whole HRM procedure in relation to a corporation. It will increase the knowledge of student how recruit employees in the organisation and how to retain them for long period.

Detailed Plan for Lectures:-Syllabus to be covered throughout the semester

			objective	methodology	
I	Human Resource Management	Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges in HRM.	To know how to manage human resources	Lecture method and group discussion	Dessler, Personnel Human Resource Management, Prentice Hall of India
	Human Resource Planning	Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR Planning.	To know how to plan human resource	Lecture method and group discussion	K. Aswathapa by Mc Graw Hill publisher
	Job Analysis and Job Design	Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis.	To know how to design job and analysis the job	Lecture method and group discussion	M S Saiyadain, Human Resource Management, Tata McGraw

		Job Design- Meaning, Objectives and Techniques of Job Design			
	Recruitment and Selection	Meaning and Definitions, Importance and Purpose, Process, Factors Affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in Recruitment. Selection: Meaning and Definition, Selection Process and Methods.	To know how to recruit person in organization	Lecture method and group discussion	Shashi K. Gupta ,Rosy Joshy by Kalyani Publishers
	Placement and Induction	Meaning and Problems in Placement. Induction: Meaning, Objectives, Contents, Elements, Procedure and Problems in Induction	To know how to place person in organization	Lecture method and group discussion	K. Aswathapa by Mc Graw Hill publisher
II	Training and Development	Concepts, Importance, Identification of Training Needs. Types of Training: On the Job and Off the Job Methods of Training. Designing and Evaluation of Training Programmes.	To know which is best method of training	Seminar and presentation	M S Saiyadain, Human Resource Management, Tata McGraw

		Meaning of Development, Difference between Training and Development.			
	Performance Appraisal	Concept, Objectives, Methods of Performance Appraisal; How to Make it Effective.	To know the evaluate the performance of the person	Seminar and presentation	K. Aswathapa by Mc Graw Hill publisher
	Internal Mobility and Transfers	Promotions, Demotions and Other Forms of Separations, Definitions, Purpose, and Basis of Promotions. Transfer: Definitions, Purpose, Types and Transfer Policy.	To know how to promote or demote the person in the organization	Lecture method and group discussion	K. Aswathapa by Mc Graw Hill publisher

Question banks:-

Long note:

1. Discuss the objectives of Human Resource Management in detail.
2. Explain the nature and Scope of Human resource Management.
3. What is job analysis? Discuss the contents of job analysis in detail.
4. What do you mean by the term recruitment? Discuss the process of recruitment in detail.
5. What are the objectives of training? Discuss the need for training in modern industry.
6. What do you mean by incentive compensation? Discuss its types.
7. "Performance appraisal is impartial, systematic evaluation of performance of employee", Comment.

Short Note:-

1. Define the term 'Human Resource Management'.
2. What is job description?
3. What is job specification?
4. What do you mean by the term Induction?
5. What do you mean by the term recruitment?
6. Explain the benefits of training from view point of organization and employees.
7. Discuss the concept of transfer, along with its types.
8. Discuss the uses of 360 degree feedback.

Submitted By: - Asst.Prof.Baljinder Kaur