

B.Com. (Hons.): (CBCS)
Semester - III
C 305- HUMAN RESOURCE MANAGEMENT (6 Credit)
Lectures: 60 Tutorial 5
Full Marks: 100 (Internal Assessment 20 + 80 End-Term)

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.

Unit 1: Introduction **12 L + 1 T**
Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System **Marks: 16**

Unit 2: Acquisition of Human Resource **12 L + 1 T**
Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction. **Marks: 16**

Unit 3: Training and Development **12 L + 1 T**
Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development. **Marks: 16**

Unit 4: Performance Appraisal **12 L + 1 T**
Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counselling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation. **Marks: 16**

Unit 5: Maintenance **12 L + 1 T**
Employee health and safety; employee welfare; social security; Employer-Employee relations- an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery. **Marks: 16**

Suggested Readings:

1. Gary Dessler. *A Framework for Human Resource Management*. Pearson Education.
2. DeCenzo, D.A. and S.P. Robbins, *Personnel/Human Resource Management*, Pearson Education.
3. Bohlendar and Snell, *Principles of Human Resource Management*, Cengage Learning
4. Ivancevich, John M. *Human Resource Management*. McGraw Hill.
5. Wreather and Davis. *Human Resource Management*. Pearson Education.
6. Robert L. Mathis and John H. Jackson. *Human Resource Management*. Cengage Learning.
7. TN Chhabra, *Human Resource Management*, Dhanpat Rai & Co., Delhi
8. Biswajeet Pattanayak, *Human Resource Management*, PHI Learning

Note: Latest edition of text books may be used.

B.Com. (Hons) CBCS

Semester: VI

Course No:DSE 601(GROUP-II)

Labour and Industrial Laws

Marks: 100 (Internal Assessment 20 + Term End 80)

Lecture: 60 Tutorial: 4

Course Contents:

UNIT-I:	Emergence and objectives of Labour Laws, Basic of Labour Legislation in India, Usefulness of Labour Legislation in India, Principles of Labour Legislation.	Marks 20: 15L+1T
UNIT-II:	Objective, provisions and working of the Factories Act, 1948.	Marks 20: 15L+1T
UNIT-III:	The Trade Union Act, 1926.	Marks 20: 15L+1T
UNIT-IV:	The payment of Wages Act, 1936; The Minimum Wages Act, 1948; The Payment of Bonus Act, 1965.	Marks 20: 15L+1T

Text and reference for further reading:

1. Kapoor, N.D.: A handbook of Labour Legislation.
2. Trivedi: Labour Legislation in India.
3. Vaid, K.N.: State, Labour and Industry.
4. Sharma, A.M.: Labour Legislation and Welfare.