

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086
B.Com (A & F) DEGREE: ACCOUNTING AND FINANCE

SYLLABUS
(Effective from the academic year 2015 – 2016)

HUMAN RESOURCE PRACTICES

CODE: 15CM/ME/HR55

CREDITS: 5

L T P: 4 1 0

TOTAL TEACHING HOURS: 65

OBJECTIVES

- To provide an understanding of the importance and practices of Human Resource Management
- To educate on the managerial operative and maintenance aspects of the human resources in an organization

Unit 1

(10 hrs)

Introduction

- 1.1 Concept, Scope and Significance of HRM
- 1.2 Functions and Objectives of HRM
- 1.3 Changing role of HRM , Human Resource vs Human Capital/Asset

Unit 2

(10 hrs)

Manpower Planning

- 2.1 Assessing Human resource requirement
- 2.2 Objectives and Process of Manpower Planning
- 2.3 Work load analysis, Job analysis, Job Description and Specification

Unit 3

Recruitment, Selection and Training and Development (15 hrs)

- 3.1 Factors affecting Recruitment, Sources of Recruitment, Basic selection Model
- 3.2 Selection Process, Interviewing, Placement and Induction
- 3.3 Training and Development – Employee and Executive Development Programme

Unit 4

Compensation Management, Performance Appraisal (15 hrs)

- 4.1 Determination of Wages and Salary – Factors
- 4.2 Incentive – Financial, Non-Financial and Fringe Benefits
- 4.3 Innovations in Compensation Management
- 4.4 Performance Appraisal -Methods, Promotion- Factors, Basis of Promotion-Seniority vs Merit Based

Unit 5

Contemporary Issues in HRM

(15 hrs)

- 5.1 Ethical issues in HR
- 5.2 Managing Diversity at Work
- 5.3 Career Planning and Succession Concepts
- 5.4 Human Resource Information Systems

BOOK FOR STUDY

Aswathappa, K., Human Resource Management, New Delhi, Tata Mc Graw Hill Publishing Company, 2007.

BOOKS FOR REFERENCE

Flippo V. Edwin, Personnel Management, New Delhi, Mc Graw Hill International Relations, 2004.

Gupta C.B., Human Resource management, New Delhi, Sultan Chand and Sons, 2007.

Khanka S.S., Human Resource management, New Delhi, Sultan Chand and Sons, 2007.

Prasad L.M., Human Resource management, New Delhi, Sultan Chand and Sons, 2007.

Mamoria C.B., Personnel Management, Mumbai, Himalaya Publishing House, 2004.

JOURNALS

International Journal of Human Resource Management
The Human Resource Management Review
Human Resource Management International Digest
Human Resource Management Journal

WEB RESOURCES

www.hrware.com
www.hrcouncil.ca.in

PATTERN OF EVALUATION

Continuous Assessment:

Total Marks: 50 Duration: 90 MINS

Section A – Answer all Questions 7 x 2 = 14 Marks

Section B – Answer any Two Questions from a choice of Three 2 x 8 = 16 Marks

Section C – Answer any One Question from a choice of Two 1 x 20 = 20 Marks

Third Component Tests:

List of evaluation modes:

Seminars

Quiz

Group discussion

Assignments

Class Presentation

End Semester Examination:

Total Marks: 100 Duration: 3 Hours

Section A – short answers (max. 30 words) - 10 x 2 = 20 Marks

Section B – Essay answers (Max.500 words) 5 x 8 = 40 Marks (From a choice of 7)

Section C – Essay answers (Max.1200 words) 2 x 20 =40 Marks (From a choice of 4)