

North Maharashtra University, Jalgaon
(NACC Accredited 'B' Grade University)
COMMERCE & MANAGEMENT FACULTY
New Syllabus: **M.Com** (w.e.f. June -2014)
SEMESTER: I Specialization Paper: I
104 C) Human Resources Management

Semester Pattern: External Marks 60 + Internal Marks 40 = Maximum Total marks: 100 lectures: 48

Objective :

- To endow the student with a broad perspective on themes and issues of Human Resource Management
 - Student will be able to evaluate and apply theories of social science disciplines to workplace issues.
 - Student able to understand how to Evaluate a company's implementation of a performance-based pay system.
 - To know the role of Morale & Ethics in HRM
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- 1) Sympathetic view of Human Resource Management** **10 - Lectures**
- a) Meaning, objectives, function and importance of HRM
 - b) Process, Approaches and Challenges of HRM.
 - c) Human Resource Policies and Environment in India. (equality & diversity)
 - d) Issues of Personnel administration & HR management.
 - e) Role, Qualities & Functions of HR Manager
 - d) Concept and Methods of workers Participation in Management.
- 2) HRP & Procurement** **10 Lectures**
- a) Human Resource Planning - Meaning, Objective, Needs and Features.
 - b) Requisites of Employment process- Recruitment, Selection, Placement, Headhunting, Promotions & transfers, Job Rotation.
 - b) Concepts of Job analysis, Job design, Job Evaluation, Job Enrichment & Job satisfaction
 - c) Career Planning - Meaning, Process and Importance Career Development - Concept, Elements and Process
 - d) Management development, Electronic MDP's & MDP evaluation.
- 3) Training and Development** **10 Lectures**
- a) Concept, Objectives and Importance of Training
 - b) Identification of Training Needs & areas.
 - c) Types and Methods of Training
 - d) Designing and Evaluation of Training Programmes.
 - e) Organisational learning, lifelong learning concepts of training.
 - f) Stress – Meaning, Causes in effects of stress on Executive
- 4) Performance Appraisal & Merit Rating** **12 Lectures**
- a) Concept, Objective and Methods of Performance Appraisal.
 - b) Problems & Importance of Performance Appraisal

- c) Modern Techniques of Performance Appraisal
- d) Measures for making Performance Appraisal Effective.
- e) Merit Rating & Managerial appraisal.

5) Morale & Ethics in HRM

06 Lectures

- a) Concept and Definition of Morale, Determinants of Morale.
- b) Effects of Low and High Morale, Measures for Improvement in Morale
- c) Morale and Productivity
- d) Ethical issues in employment, Manpower development, & wage & salary administration.

REFERENCE BOOKS:

1. Dynamics of Industrial Relations in India - C.B.Mammoria, S.Mammoria, Himalya Publishing House.
2. Strategic HRM- Dr. Ramakantha Patra, Himalaya publishing house
3. Human Resource Management - Dr.P.C.Pardeshi, 3rd Revised Edition, Nirali Prakashan
4. Human Resource Management- Micheal Muller & others, Jaico Book house, Bangalore.
5. Personnel and Human Resource Managment - P.SubbaRao, Himalya Publishing House.
6. Human Resource Management - R.S.Dwivedi, Vikas Publishing House Pvt. Ltd.
7. Human Resource Management - Anjali Ghanekar, Everest Publishing House 20
8. Personnel Management - EdvinFlippo, McGraw Hill,International Edition.

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COMMERCE & MANAGEMENT FACULTY
New Syllabus: **M.Com** (w.e.f. June -2014)
SEMESTER: II Specialization Paper: II
204 C) Human Resources Management

Semester Pattern: External Marks 60 + Internal Marks 40 = Maximum Total marks: 100 lectures: 48

- 1. Bases of Human Resource development in Business - 12 Lectures**
- a. Meaning, Nature, Role & importance of Human resource in Business organisations
 - b. Concept, Scope and features, Operative functions of HR Departments
 - c. Difference between concepts –HR administration, HR Management & HR Development
 - d. Needs, objectives and importance of HRM & HRD, HRP & HRIS
 - e. Strategic HRM & role of HR in Change & Competition
 - f. Issues related to female employees in the workforce, Employee leasing, Contract Labour, Employee engagement, Workforce diversity.

- 2. Financial issues of HR Management 12 Lectures**
- a. Meaning, objective and components of compensation, Types of incentives.
 - b. Needs and importance of sound salary administration, Some wage issues in India
 - c. Concept and objectives of Labour Welfare, Function and Duties of Labour Welfare Officer
 - d. Role and functions of Trade Unions in financial problems & decision making.
 - e. Types of Fringe benefits, Non monetary rewards.

- 3. Aspect of Human Relation and Motivation in organisations 12 Lectures**
- a. Meaning, Importance & Theories of Motivation, Motivating Factors ,
 - b. Role of Ethics, employee Morale & human values in Business organisations
 - c. Human Relation constraint
 - i.) Types of Human relations, factors affecting good organisational relations ,
 - ii.) Problems & Measures to improve Human Relations in organisations
 - iii) Employer and Employee Relations - Contribution of Hawthorne Experiment – Pittsburgh Experiment

- 4. - New Concepts in Human Resource Management 12 Lectures**
- i) International HRM
 - ii) H.R Accounting & Audit
 - iii. Techniques of Downsizing & upsizing, Modern Retrenchment Strategies.
 - iv) Concept of E-Recruitment and E-Training & Development E-HRP,
 - v.) Concept of Talent Management
 - vi) TQM & HR Strategies
 - vii) Employee empowerment strategies
 - viii) Balance & Quality of Work life
 - ix) Leadership & Teamwork in competitive environment

REFERENCE BOOKS:

- 1. Personnel and Human Resource Management -P.Subba Rao, Himalya Publishing House
- 2 Personnel Management -Edvin Flippo, McGraw Hill, International Edition
- 3. Human Resource Management --C.B.Gupta, Sultan Chand & Co.
- 4. Human Resource Management and Human Relations-Dr.Micheal, Himalaya Publishing

House

- 5.. Strategic Human Resource Management -Anuradha Sharma, Anuradha khandekar, Sage Publication
6. Human Resource Management-Dr.P.C.Pardeshi, 3rd Revised Edition, Nirali Prakashan
7. Human Resource Management-R.S.Dwivedi, Vikas Publishing House Pvt. Ltd.
8. Human Resource Management -Anjali Ghanekar, Everest Publishing House