



St. Xavier's College – Autonomous Mumbai

Syllabus

For 5th Semester Courses in COMMERCE (February 2024 onwards)

Contents:

Theory Syllabus for Courses: SEM V

UACOM5501MN1 - Human Resource Management



APPROVED SYLLABUS

Shinde

PRINCIPAL
ST. XAVIER'S COLLEGE
(AUTONOMOUS)
MUMBAI - 400 001.

T.Y. B.A.
Title: Human Resource Management
Number of lectures: 30

Course:UACOM5501MN1

TYBA in Commerce (Arts Section)		
Course Title: Human Resource Management		
Course Code: UACOM5501MN1		
Credits 2: 30 hours		
No.	Course Objectives	
1	To prepare the students with basic knowledge of Human Resource Management (HRM).	
2	To provide students with an introduction to HRM concepts like Human Resource Planning, recruitment, selection, training and development in an organization.	
3	To encourage them to put these concepts and HRM skills into practice.	
CO	Course Outcomes On completing the course, the learner will be able to	Bloom's Taxonomy Level (BT level)
1	Demonstrate an understanding of key terms, theories/concepts and practices within the field of HRM.	Remembering
2	Understand the importance and process of Human resource Planning.	Understanding
3	Applying simulation methods in the process of recruitment, selection, training and development in an organization.	Applying
4	To analyze the processes of Recruitment, Selection, Training and Development.	Analyzing
5	Demonstrate and evaluate problem-solving case studies in the area of HR Management.	Evaluating
6	Create innovative solutions and strategic plans to enhance effectiveness in HRM.	Creating

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UNIT 1

Introduction to Human Resource Management: (15 lectures)

Human Resource Management- Concept, nature and scope, HRM and Personnel Management, Changing environment of HRM.

Human Resource Planning: Importance - Definition - Need - Process of Human Resource Planning - Job Analysis - Job Description, Job Specification and Purpose or Uses of Job analysis; Content of Job analysis. Job designing and Job evaluation.

UNIT 2

Recruitment, Selection process, Training and Development: (15 lectures)

Introduction - Factors governing Recruitment - Constraints of Manager to Recruit - Sources of Recruitment - Internal and External, Selection Procedures - Steps involved.

Induction - Objectives of Induction, types of induction.

Introduction Training and Development - Distinction Between Training and Development - Training - Need, Principles of Training, Steps in Training program, Training methods / Techniques, Training evaluation, On-the-job training and Off-the-job training.

List of Recommended Reference Books

1. Luthans, F. (2011). *Organizational behaviour*. McGraw-Hill.
2. Prasad, L. M. (2021). *Organizational behaviour*. S. Chand Publishers.
3. Mathur, B. L. (2016). *Human resource development*. Arihant Publication.
4. Rao, V. S. P. (2019). *Human resource management in small industry*. Discovery Publication.
5. Bhatia, S. K. (2007). *Strategic human resource management: Winning through people* (2nd ed.). Deep & Deep Publication.
6. Ved, P. (2010). *Human resource management* (2nd ed.). Anmol Publication.
7. Aswathappa, K. (2023). *Human resource management* (10th ed.). McGraw Hill.

Scheme of Examination:

The performance of the learners will be evaluated in two components: Internal and External/ Semester End examination.

Total marks per Course- 50 Marks

Class Internal Assessment - 20 marks

End Semester Examination – 30 marks

Distribution of Bloom's Taxonomy levels for the course assessment

Learning Levels	Remember	Understand	Apply	Analyse	Evaluate	Create
*Percentage	15-20%	15-20%	5-10%	20-30%	10-20%	5-10%

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