

**Paper BCH 3.1: HUMAN RESOURCE MANAGEMENT
B.Com(H) Semester III**

FROM	TO	TOPICS TO BE COVERED
20/Jul/17	22/Jul/17	Human Resource Management: Concept and functions
24/Jul/17	29/Jul/17	HRM: Role, status and competencies of HR manager; HR policies; Evolution of HRM
31/Jul/17	5/Aug/17	HRM: Emerging challenges of human resource management – Workforce diversity, empowerment
7/Aug/17	12/Aug/17	HRM: Emerging challenges of human resource management – downsizing, VRS, work life balance
14/Aug/17	19/Aug/17	Acquisition of Human Resource: Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification
21/Aug/17	26/Aug/17	Acquisition of Human Resource: Recruitment – concept and sources; Selection – concept and process; Test and interview
28/Aug/17	2/Sep/17	Acquisition of Human Resource: Recruitment – Placement, induction and socialization; Retention
4/Sep/17	9/Sep/17	Training and Development: Concept and importance; Role specific and competency based training; Training and development methods – Apprenticeship, understudy, job rotation
11/Sep/17	16/Sep/17	Training and Development: Training and development methods -vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring
18/Sep/17	23/Sep/17	Training and Development: Training and development methods -management development programs; Training process outsourcing
25/Sep/17	30-09-2017*	Performance Appraisal and Compensation Management: Performance appraisal- Nature, objectives and process; Performance management
02-10-2017*	07-10-2017*	Performance Appraisal and Compensation Management: Methods of performance appraisal; Potential appraisal; Employee counselling; Job changes – Transfers and promotions, Human resource audit
9/Oct/17	14/Oct/17	Performance Appraisal and Compensation Management: Compensation – Concept and policies, Base and supplementary compensation; Individual, group and organization incentive plans
16/Oct/17	21/Oct/17	Performance Appraisal and Compensation Management: Fringe benefits; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.
23/Oct/17	28/Oct/17	Maintenance of employees and Emerging Horizons of HRM: Employee health and safety; Employee welfare
30/Oct/17	4/Nov/17	Maintenance of employees and Emerging Horizons of HRM: Social security (excluding legal provisions); Employer-employee relations- An overview; Grievance handling and redressal
6/Nov/17	11/Nov/17	Maintenance of employees and Emerging Horizons of HRM: Industrial disputes; Causes and settlement machinery; e-HRM
13-Nov-17	16-Nov-17	Maintenance of employees and Emerging Horizons of HRM: Impact of HRM practices on organisational performance; HR audit, Contemporary issues in human resource management.
30-Sep-17	6-Oct-17	*MID SEMESTER BREAK