



**Gyanmanjari**  
Innovative University

Course Syllabus  
Gyanmanjari Institute of Commerce  
Semester-3(B.COM)

**Subject:** Human Resource Management - BCOXX13312

**Type of course:** Multidisciplinary

**Prerequisite:**

A study of Human Resource Management typically requires fundamental understanding of management theories, principles, practices and key topics such as organizational structure, leadership styles, decision-making processes, and the role of managers in achieving organizational goals.

**Rationale:**

The aim of the course is to build knowledge and understanding about Human resource management among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Human Resource management.

**Teaching and Examination Scheme:**

Teaching Scheme			Credits	Examination Marks			Total Marks
CI	T	P		C	SEE	CCE	
			MSE			ALA	
4	0	0	4	100	30	70	200

*Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.*

4 Credits \* 25 Marks = 100 Marks (each credit carries 25 Marks)

SEE 100 Marks will be converted in to 50 Marks

CCE 100 Marks will be converted in to 50 Marks

It is compulsory to pass in each individual component.



**Course Content:**

Sr. No	Course content	Hrs	% Weightage
1	<p><b>Introduction of HRM:</b></p> <p><b>Human Resource Management:</b> Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM, Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager, Difference between HRM&amp; Personnel Management, Challenges before HRM</p> <p><b>Human Resource Planning:</b> The process of Human Resource Planning, Limitations.</p>	15	25
2	<p><b>Training &amp; Development:</b></p> <p>Meaning and Definitions, Need for Training and Development, Importance of Training and Development, Benefits of Training, Difference between training and development, Training Methods.</p> <p><b>Executive Development:</b></p> <p>Meaning Definitions Methods of Executive Development.</p>	15	25
3	<p><b>Job Analysis:</b></p> <p>Meaning and Definition, Importance of Job Analysis, Process of Job-analysis: Outcomes of Job-analysis- Job Description and Job Specification.</p> <p><b>Recruitment:</b> Factors affecting Recruitment, Process of Recruitment, Sources of Recruitment.</p>	15	25
4	<p><b>Compensation Management:</b></p> <p>Objectives of Compensation Planning, Developing a Pay Structure, Principles of Wage and Salary administration</p> <p>Current Trends in Salary Administration.</p>	15	25



**Continuous Assessment:**

Sr. No	Active Learning Activities	Marks
01	<b>HR Plan Development:</b> Students has to visit any industry and will develop comprehensive HR plans for fictional organizations, integrating strategies for recruitment, training and performance management and upload it on GMIU WEB Portal.	10
02	<b>Storyboards:</b> Students will create storyboards or visual representations of a training program, outlining the sequence of activities, learning objectives, and assessment methods and upload it on GMIU WEB Portal.	10
03	<b>Job Analysis Surveys:</b> Group of students (4 students in group) have to identify different types of jobs available in near region which is relevant to commerce field and also identify required job profile. Upload job profile on GMIU Web portal.	10
04	<b>Pros and Cons</b> Faculty will provide a topic that lends itself to the idea of making lists of pros and Cons / advantages and disadvantages for some issue. Student can analyze, evaluate and upload the list on either side on GMIU WEB Portal.	10
05	<b>Incentive Program Design:</b> Students will design an incentive program aimed at improving employee performance or achieving specific organizational goals, considering factors like budget constraints and motivational theories and upload it on GMIU WEB Portal.	10
06	<b>Analytical Chart:</b> Students will make comparative chart exploring the differences between training and development programs and upload it on GMIU WEB Portal.	10
07	<b>Attendance</b>	10
<b>Total</b>		<b>70</b>



**Suggested Specification table with Marks (Theory):100**

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	30%	40%	30%	-	-	-

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

**Course Outcome:**

After learning the course the students should be able to:	
CO1	Understand the concepts of HRM and Human Resource Planning and their importance in the organization.
CO2	Differentiate between training and development and analyze the benefits derived from each.
CO3	Evaluate the process of job analysis and its outcomes in developing efficient recruitment strategies.
CO4	Apply the objectives of Compensation Management and principles guiding wage and salary administration

**Instructional Method:**

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.



**Reference Books:**

- [1] K. Ashwathapa, Latest Edition, *Human Resource Management - Text and Cases*, McGraw Hill
- [2] S. S. Khanka, Latest Edition, *Human Resource Management*, S. Chand.
- [3] C.B. Mamoria, Latest Edition, *A text book of Human Resource Management*, Himalaya Publications
- [4] C. B. Gupta, Latest Edition, *Human Resource Management - Text and Cases*, S. Chand.
- [5] VSP Rao, *Human Resource Management - Text and Cases*, Excel Books

