As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course : Introduction to Human Resource Management Semester-II

	Programmes:
1	B.Com in Accounting and Finance (BAF)
2	B.Com in Banking and Insurance (BBI)
3	B.Com in Financial Markets (BFM)

Syllabus for 2 credits

From the academic year A.Y.2024-2025

Name of the Course: Introduction to Human Resource Management

Sr. No.	Heading	Particulars
1	**Description the course :**	In this course, learners will gain a comprehensive understanding of the fundamental principles and best practices essential for effectively managing people within organisations.
2	**Vertical :**	Minor
3	**Type :**	Theory
4	**Credit**:	2 credits
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks Continuous Evaluation 20 Marks Semester End Examination 30 Marks
7	**Course Objectives**: - To understand the functions, systems, policies and applications of Human Resource Management in organisations. - To familiarize the learners with the theoretical foundations of key areas associated with human resource development in the organisations.	
8	**Course Outcomes**: - Learners will be able understand the functions, systems, policies and applications of human resource management in organisations. - Learners will be familiar with the key areas of human resource development in the organisations.	

9	**Modules**
	Module 1: Human Resource Management (15 Hours)
	- Introduction: Concept, Functions, Importance and Traditional v/s Strategic Human Resource Management. - Human Resource Planning: Concept steps in Human Resource Planning, Job Analysis – concept, Components and Job design – concept, techniques. - Recruitment – Concept, Sources of Recruitment, Selection – Concept, process and Techniques of E-Selection.
	Module 2 : Training and Development (15 Hours)
	- Training and Development: Meaning, Features, Functions, Process, Methods-On Job Training Method, Off the Job Method - Performance Appraisal – Features, benefits and limitations, Methods-Traditional and Modern Methods. - Career Planning: Features, Importance, Succession Planning, Mentoring and counselling-benefits and techniques.
10	**References:** - Rao, P. Subba (2014). Essentials of Human Resource Management & Industrial Management: Text & Cases. New Delhi: Himalaya Publication. - C.B. Mamoria , S.V.Gankar, Personnel Management: Himalaya Publication. - Armstrong, M. (2010). Handook of HRM Practice. USA: Kogan Page. - Dessler, G. (2010). Human Resource Management. New Delhi: Prentice Hall.

11	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**

12	**Continuous Evaluation through:**

Sub-components	Maximum Marks
1)Assignment/Case Studies/Project/FieldVisit/ Presentation/Book Review/ Research Paper Report	10
2) MCQ Based Test	10
Total	20

Note: Learner must be Present in all the two exam components of Continuous Evaluation.

13   **Format of Question Paper:**

Question Paper Pattern for Semester End Examination (SEE)
Maximum Marks: 30   **Duration:1 Hour**

Question Number	Particular	Marks
Q-1	Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question	10
Q-2	Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question	10
Q-3	Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)	10

Note: Any of the short notes of 5 Marks can be a case study.

Signatures of Team Members

Sr.No	Name	Signature
1.	Ms. Shalini Clayton	
2.	Ms. Reshma Rajput	
3.	Mr.Vedant Kajbaje	
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