

As Per NEP 2020

AC –
Item No. –

**Tolani College of
Commerce
(Autonomous)**



Knowledge is Supreme

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

	Programmes:
1	B.Com in Accounting and Finance (BAF)
2	B.Com in Banking and Insurance (BBI)
3	B.Com in Financial Markets (BFM)
4	Bachelor of Science (Information Technology)

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 :	Open Electives
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<p style="text-align: center;">Modules</p> <hr/> <p>Module 1: Human Resource Management (15 Hours)</p> <ul style="list-style-type: none"> • 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. <hr/> <p>Module 2 : Training and Development (15 Hours)</p>
	<ul style="list-style-type: none"> • 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	<p>References:</p> <ul style="list-style-type: none"> • 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: 20%	Semester End Examination : 30%												
12	Continuous Evaluation through: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Sub-components</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>1)Assignment/Case Studies/Project/Field Visit/ Presentation/Book Review/ Research Paper Report</td> <td>10</td> </tr> <tr> <td>2) MCQ Based Test</td> <td>10</td> </tr> <tr> <td>Total</td> <td>20</td> </tr> </tbody> </table> <p><i>Note: Learner must be Present in all the two exam components of Continuous Evaluation.</i></p>		Sub-components	Maximum Marks	1)Assignment/Case Studies/Project/Field Visit/ Presentation/Book Review/ Research Paper Report	10	2) MCQ Based Test	10	Total	20				
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2) MCQ Based Test	10													
Total	20													
13	Format of Question Paper: <p style="text-align: center;">Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 30 Duration:1 Hour</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Question Number</th> <th style="width: 65%;">Particular</th> <th style="width: 20%;">Marks</th> </tr> </thead> <tbody> <tr> <td>Q-1</td> <td>Attempt any ONE of the following:(Module 1) A. Full Length Question B. Full Length Question</td> <td>10</td> </tr> <tr> <td>Q-2</td> <td>Attempt any ONE of the following: (Module 2) A. Full Length Question B. Full Length Question</td> <td>10</td> </tr> <tr> <td>Q-3</td> <td>Short Notes attempt any TWO of the following: A. (Module 1) B. (Module 1) C. (Module 2) D. (Module 2)</td> <td>10</td> </tr> </tbody> </table>		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
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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	
4.		
5.		