



Symbiosis College of Arts and Commerce
(An Autonomous College Affiliated to University of Pune)

Subject code	17C93203	Semester	I	II	III	IV	V	VI	M.Com. Semester	I	II	III √	IV
Title of Subject (For MCom as appeared in the prospectus)		Human Resource Management											
Objectives		1.To acquaint the students with the concepts and techniques of human resource management and providing them global perspective.											
Unit	Contents of the syllabus											Number of Lectures	
1	Title of the topic : Human Resource Management 1.1 Introduction – Concept, Approaches, Functions, Challenges of HRM in Indian Context & in changing business scenario. 7/24 welters 1.2 H.R. Environment – Technology and Structure, Network Organizations, Virtual Organizations, Workforce Diversity, Demographic Changes, Entry of female employees in the workforce, Dual Career Employees, Employee leasing, Contract Labour, Global Case Study in HRM											13	
2	Title of the topic : Manpower Planning 2.1 Principles, Difference between training & development Objectives, Estimating Manpower Requirement, Recruitment & Selection – Sources of Recruitment and Process of Selection & Assessment Devices – Retention of Manpower, Succession Planning. Case Study on Manpower Planning Competency Mapping Introduction to HR analytics											12	
3	Title of the topic : Training & Development 3.1 Training Process and Methodology, Need and Objectives, Training Procedure, Methods of Training and Aids, Evaluation of Training Programmes Case Study on Training and Development											11	
4	Title of the topic : Performance Appraisal and Merit Rating 4.1 Definition, Methods of Performance Appraisal, Result Based Performance Appraisal, Errors, Ethics in Performance Appraisal, 360 Degree Feedback. Merit Rating – Promotions, Transfers, Job Description, Job Evaluation, Job Enlargement, Job Enrichment, Job Rotation. Case Study on Performance Appraisal and Merit Rating											13	
5	Title of the topic : Retirement/Separation/Retrenchment Strategies 5.1 Kinds of Retirement, VRS and Separation Schemes, Early Retirement Plans, Resignation, Discharge, Dismissal, Suspension, Lay off. New Concepts in HRM – New Concepts of Customer Service Level and Agreement, SQDCS, HR Audit, Benchmarking, Downsizing, H R Outsourcing. Case Study on Retirement/Separation/Retrenchment Strategies											11	
Total Number of Lectures											60		
Suggested Reference Books													
1. Human Resource Management -Garry Dessler 2. Human Resource Management –R.S. Dwiwedi 3. Human Resource Management –V.P. Michael 4. Human Resource Management - Mirza and Saiyadin 5. Managing Human Resource - Arun Monappa 6. Strategic Human Resource Management – Charles R. Green													

