

<b>Subject Code: 1CM1010102</b>	<b>Subject Title: Core Course: Fundamentals of Human Resource Management</b>
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**Course Objective:** To make the student's acquaint with the various conceptual aspects of Human Resource Management and its practical applications in corporate sector.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)		
Lecture	Tutorial	Practical	Credit	University Assessment	Institutional Assessment	Total
3	-	-	3	70	30	100

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	<b>Human Resource Management (HRM):</b> <ul style="list-style-type: none"> <li>• Definition of Human Resource Management.</li> <li>• Features of Human Resource Management.</li> <li>• Difference between Personnel Management and Human Resource Management.</li> <li>• Objectives of Human Resource Management.</li> <li>• Functions (Managerial Functions and Operative Functions) of Human Resource Management.</li> <li>• Qualities of Human Resource Manager.</li> </ul> <b>Human Resource Planning in a Corporate Sector (HRP):</b> <ul style="list-style-type: none"> <li>• Definition of Human Resource Planning.</li> <li>• Objectives of Human Resource Planning.</li> <li>• Process of Human Resource Planning.</li> </ul>	9	25%
2	<b>Recruitment, Selection and Training:</b> <ul style="list-style-type: none"> <li>• Definition of Recruitment.</li> <li>• Sources of Recruitment (Internal and External).</li> <li>• Definition of Selection.</li> <li>• Selection Process.</li> <li>• Definition of Training.</li> <li>• Importance of Training.</li> <li>• Training Methods.</li> </ul>	9	25%
3	<b>Promotion and Demotion</b> <ul style="list-style-type: none"> <li>• Definition of Promotion.</li> <li>• Basis of Promotion (Seniority v/s Merit).</li> <li>• Advantages and Disadvantages of Seniority and Merit.</li> <li>• Definition of Demotion.</li> <li>• Causes of Demotion.</li> <li>• Guiding principles of Demotion.</li> </ul>	9	25%

<b>4</b>	<b>Performance Appraisal</b> <ul style="list-style-type: none"> <li>• Definition of Performance Appraisal.</li> <li>• Objectives of Performance Appraisal.</li> <li>• Factors affecting Performance Appraisal.</li> <li>• Performance Appraisal Methods.</li> </ul>	9	25%
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**Reference Books:**

1. Human Resource Management, K.Aswathappa, Tata Mc Graw Hill.
2. Human Resource Management ( Text and Cases), Dr. Ram Kumar Balyan & Dr. Jayshree Thakore.
3. Human Resource Management, C.B. Memoria, Himalaya Publishing House, Mumbai.
4. Personnel and Human Resource Management, P.Subha Rao- Himalaya Publishing.
5. Human Resource Management by Kumar Prakashan, Ahmedabad.