

**VELLALAR COLLEGE FOR WOMEN (AUTONOMOUS)**

**PG & RESEARCH DEPARTMENT OF COMMERCE**

**Changes in Syllabus 2016-17**

**SEMESTER - II**

**Core VII**

**HUMAN RESOURCE MANAGEMENT**

**Instructional Hrs : 75**

**Sub. Code: 16COPC207**

**Max. Marks: CIA – 25; ESE – 75**

**Credits: 4**

**Objectives:**

- To present a framework for understanding Human Resource Management and its evolution
- To understand the individual behaviour and performance and the need to integrate and maintain human resources
- To gain awareness on Human Resource Information System and Human Resource Accounting and Audit

**Unit I**

**10 Hrs.**

Meaning – Features – Objectives – Scope – Functions – Significance – *Evolution and Development of Human Resources Management.*

**Unit II**

**15 Hrs.**

Human Resource Planning – Need and importance of HRP – Job Analysis – Role Analysis – Recruitment and Selection – Testing – Interview – Placement – Training – *Promotion.*

**Unit III**

**15 Hrs**

Maintaining Human Resources - Performance Appraisal – Job Evaluation – Job Satisfaction and Morale – Determinants and Consequences – Steps to improve Job Satisfaction and Morale Building – Employee Empowerment – Conditions – Forms – Empowered Teams – *Barriers.*

**Unit IV****15Hrs.**

Human Behavior Process – Perception – Motivation (Theories – Maslow, Herzberg and McGregor’s Participation Theory) – Personality – Theories of Personality – Determinants of Personality – *Leadership (Functions, Qualities, Leadership Styles)*

**Unit V****20 Hrs.**

Human Resource Information System (HRIS) – Need for HRIS – Advantages – Uses of HRIS – Designing of HRIS – Computerised HRIS – Personnel Inventory – *Limitations of HRIS.*

Human Resource Accounting (HRA) – Meaning and Objectives – Methods of Valuations of Human Resources – Controlling Costs of Human Resource – Benefits of HRA – Limitations – *Human Resource Audit (Objectives, Areas of audit and Benefits).*

**Note:** *Italics denote self study topics*

**Skill based Component: (Not for end semester Examinations)**

- Collection of Recruitment ads & application blanks from newspapers, on-line, magazines etc.,
- Employee welfare measures and other non-monetary motivational measures offered by companies from company web-sites.

**Books for Reference:**

1. **Khanka S.S.** *Human Resource Management*, S. Chand & Company Ltd, New Delhi, 2010
2. **Jayasankar.J.** *Human Resource Management*, Margham Publications, Chennai, 2013.
3. **Fred Luthans**, *Organizational Behaviour*, McGraw, Hill, Newyork, 1995