



**Bachelor of Commerce (B.Com.)**  
**Semester - I**

<b>Course Code</b>	<b>UB1MACOM02</b>	<b>Title of the Course</b>	<b>Business Management- I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

<b>Course Objectives</b>	1. To explain the importance and role of HRM in organization.
	2. To impart the knowledge of job analysis and HRP.
	3. To clarify the processes of Recruitment and Selection
	4. To enhance the emerging aspects of training and development

<b>Course Content</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>Human Resource Management:</b> HRM -its evolution, meaning, importance, objectives, functions, human resource department, its organization. Role, status and competences of HR manager, challenges of HRM, Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System	<b>25 %</b>
<b>2.</b>	<b>Human Resource Planning:</b> Concept and measurement of Job Satisfaction, Concept, objectives and significance of job-analysis, job analysis process-job description, job specifications, concept of human resource planning, need and importance, process of human resource planning and problems in human resource planning	<b>25 %</b>
<b>3.</b>	<b>Recruitment and Selection:</b> Recruitment-Meaning, factors affecting recruitment decision, Recruitment process, selection-Inputs of selection, selection process-tests and interviews, placement and induction. Job changes-Concept and purposes of job changes, transfer, promotion, demotion and separation.	<b>25 %</b>
<b>4.</b>	<b>Training and Development:</b> Concept of training-characteristics of effective training system – interlinkages – nature of training and development- importance of training and development – Training process - Organization vision & perspective plans, assessment of training needs, setting training objectives and developing training policy and plan - designing training programmes – conducting or Implementation of training programmes- evaluation of training. Emerging Trends in Training and development	<b>25 %</b>

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"><li>• Lecture Method</li><li>• Online Lectures</li><li>• Group Discussion</li></ul>
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<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

<b>Course Outcomes: Having Completed this course, the students will be able to</b>	
<b>1.</b>	Understand the basics of Human Resource Management
<b>2.</b>	Understand the job analysis, job specification and HRM as a whole.
<b>3.</b>	Evaluate the various methods of Recruitment, Selection and job changes.
<b>4.</b>	Learn about Training and Development
<b>5.</b>	Comprehend the requirement of training and development programmes and its emerging trends.

<b>Suggested References</b>	
<b>Sr. No.</b>	<b>References</b>
<b>1</b>	Personal Management By Mamoria C.B.
<b>2</b>	Personnel Management By Flippo Edwin B.
<b>3</b>	Human Resource and Personnel Management By William B. Werther Jr and Davis Keith.
<b>4</b>	Human Resource Management By C.B. Gupta.
<b>5</b>	Human Resources Management – By S.S. Khan

On-line resources to be used if available as reference material
On-line Resources
<a href="https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384">https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384</a>

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