



HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

Uthamapalayam, Theni District. Pin Code: 625 533.

DEPARTMENT OF COMMERCE

PART – IV PG - NME COMMERCE

SYLLABUS

Choice Based Credit System – CBCS

(As per TANSICHE/MKU Guidelines)

(Academic Year 2020 -2021 onwards)

Details of Course Category, Code, Credits & Title

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max. Marks	Credits
Semester - III							
Part - IV							
NME	20PCRN31	Human Resource Development	6	25	75	100	3

Course Code	Course Title	Category	Total Hours	Credits
20PCRN31	Human Resource Development	NME - I	90	3

Nature of Course	
Knowledge Oriented	✓
Skill Oriented	
Employability Oriented	
Entrepreneurship Oriented	

Course Relevance	
Local	
Regional	
National	
Global	✓

Preamble

Impart learners the knowledge of personnel management and acquaint them with the recent development in field Human Resource Management.

Syllabus

UNIT I

18 Hours

Introduction to HRM – Meaning – Objectives – Significance – Functions – Evolution and Development of HRM – Human Resource Planning – HRP at Different levels – Process of Human Resource Planning

UNIT II

18 Hours

Recruitment – Sources and Techniques of Recruitment – Selection Procedure – Tests – Interviews – Placement – Induction – Employee Training, Importance, methods of Training

UNIT III

18 Hours

Performance Appraisal – Managerial Appraisal – Essentials of effective appraisal system.

UNIT IV

18 Hours

Career Planning - Succession Planning – Concept – Career Planning Process - Job Evaluation Objectives, procedure, Advantages, Methods of Job Evaluation – Essentials of Job Evaluation Programme.

UNIT V

18 Hours

Reward System – Wage and Salary administration – Bonus – Objectives of Fringe Benefits – Types of Fringe Benefits – Non Monetary Rewards – Job Satisfaction.

Text Books

Aswathappa, *Human Resource & Personnel Management*, Tata Mc Graw Hill, New Delhi, 2002.

Reference Books

- L. M. Prasad, *Human Resource Management*, Sultan Chand & Sons, New Delhi 2005
- Sasi .K .Gupta, Rosy Joshy, *Human Resource Management*, Kalyani Publishers, New Delhi

Pedagogy

Chalk & Talk, E-Resources, Group Discussion

Teaching aids

Black Board, LCD Projector

Course Contents and Lecture Schedule

Module No.	Topic	No. of Lectures	Content Delivery Methods
UNIT - I			
1.1	Introduction to HRM – Meaning – Objectives – Significance – Functions – Evolution and Development of HRM	9	Chalk & Talk
1.2	Human Resource Planning, HRP at Different levels, Process of Human Resource Planning.	9	E-Resources
UNIT - II			
2.1	Recruitment – Sources and Techniques of Recruitment	6	Discussion
2.2	Selection Procedure Tests – Interviews – Placement – Induction – Employee Training , Importance, methods of Training	12	Chalk & Talk
UNIT - III			
3.1	Performance Appraisal and Managerial Appraisal	10	E-Resources
3.2	Essentials of effective appraisal system.	8	Chalk & Talk
UNIT - IV			
4.1	Career Planning - Succession Planning – Concept – Career Planning Process	9	Discussion
4.2	Job Evaluation Objectives, procedure, Advantages, Methods of Job Evaluation – Essentials of Job Evaluation Programme.	9	E-Resources

UNIT - V			
5.1	Reward System – Wage and Salary administration – Bonus	9	E-Resources
5.2	Objectives of Fringe Benefits–Types of Fringe Benefits– NonMonetary Rewards – Job Satisfaction.	9	Chalk & Talk
Total		90	

Course Designer

Mr. M. Mohamed Ilyas

Assistant Professor of Commerce