

As Per NEP 2020

University of Mumbai



| Syllabus for Basket of OE | |
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| Board of Studies in Banking and Finance | |
| UG First Year Programme | |
| Semester - II | |
| Human Resource Management | Credits 2 |
| I) Introduction to Human Resource Management | 01 |
| II) Recruitment and Training | 01 |
| From the Academic Year | 2024-25 |

| Sr. No. | Heading | Particulars |
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| 1 | Description the course : Including but Not limited to : | "Human Resource Management" focuses on the strategic management of an organization's workforce. It encompasses functions such as recruitment, training, performance evaluation, and employee relations to optimize employee productivity, engagement, and organizational success. The subject also delves into legal compliance, ethical considerations, and fostering a positive work culture. |
| 2 | Vertical : | Open Elective |
| 3 | Type : | Theory |
| 4 | Credit: | 2 credits |
| 5 | Hours Allotted : | 30 Hours |
| 6 | Marks Allotted: | 50 Marks |
| 7 | Course Objectives 1. To develop Understanding of the fundamental concepts, theories, and principles of human resource management (HRM), including its role, functions, and significance within organizations. 2. To develop students' skills in various HRM function. 3. To emphasize the strategic role of HRM in aligning human resource practices with organizational goals and objectives | |
| 8 | Course Outcomes: (List some of the course outcomes) 1. Students will develop practical skills in various HRM functions, such as recruitment, selection 2. Students will acquire proficiency in talent management strategies, including attracting, retaining, and developing talent. 3. Students will learn strategies to enhance positive work environment conducive to high performance and organizational success.. | |

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| 9 | Modules:- Per credit One module can be created | |
| | Module 1: Introduction to Human Resource Management | |
| | Human Resource Management - Definition - Objectives - Functions - Scope - Importance - HRM in India - Evolution of HRM - Computer Application in Human Resource Management - Quality of a good Human Resource Managers - Human Resource Planning - Job Analysis, Job description and Job Specification | |
| | Module 2: Recruitment and Training | |
| | <ul style="list-style-type: none"> • Recruitment and Selection - Sources of Recruitment - Selection Process - Test Types - Interview Types - Career Planning - VS Man Power Planning and succession Planning - Career Planning - Process - Career Development - Placement and Induction. • Training - Methods of Training - Executive Development - Performance Appraisal - Methods of Performance Appraisal - Transfers - Promotion - Wage & Salary Administration - Wage Boards and Pay Commission - Wage Incentive - Fringe Benefits - Employees Welfare - Safety and Health Measures - Grievance Procedures - Redressal of Grievances. | |
| 10 | Text Books: 1. 2. 3. 4. | |

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| 11 | Reference Books: | |
| | 1. Human Resource Management: Text and Cases" by K. Aswathappa (Publisher: McGraw Hill Education India Pvt. Ltd.) 2. Human Resource Management: Concepts and Practices" by B. P. Singh (Publisher: Excel Books) 3. Human Resource Management: A Contemporary Text" by P. G. Aquinas (Publisher: Excel Books) 4. Human Resource Management: Text and Cases" by T. N. Chhabra (Publisher: Dhanpat Rai Publications) | |
| 12 | Internal Continuous Assessment: 40% | External, Semester End Examination Individual Passing in Internal and External Examination : 60% |
| 13 | Continuous Evaluation through: | 1. Case study 2. PPT Presentation 3. Group activity |

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| | | REFER DETAIL SYLLABUS DOCUMENT |
| 14 | Format of Question Paper: for the final examination | |
| | FOR DETAILS REFER DETAIL SYLLABUS DOCUMENT | |

**Sign of Chairman
Dr. Sunil Karve
Chairman of Banking &
Insurance and
Investment
Management**

**Sign of the
Offg. Associate Dean
Dr. Ravikant
Balkrishna Sangurde
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**Sign of the
Offg. Associate Dean
Prin. Kishori Bhagat
Faculty of Management**

**Sign of offg. Dean
Prof. Kavita Laghate
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