

SLC (University of Delhi)
Shyam Lal College

Department of Commerce

Subject: HUMAN RESOURCE MANAGEMENT

Course & Sem: B.COM, Sem-II

Teacher: Ms. Priyanka Yadav (Sec-A), Ms. Reena Yadav (Sec-B) and Dr. Diksha Khara (Sec-C)

S No.	From	To	Topics
Week 1	18th January 2024	20th January 2024	Introduction to Human Resource Management: Basic Concepts and Significance of HRM, Role, and Functions of HR Manager
Week 2	22nd January 2024	27th January 2024	Emerging Issues in HRM: Workplace Diversity, Employee Empowerment, Downsizing, VRS, Work life balance, and Work from home.
Week 3	29th January 2024	3rd February 2024	Procurement of Human Resources: Human Resource Planning- Qualitative and Quantitative Dimensions, Job Analysis- Job Description and Job Specification
Week 4	5th February 2024	10th February 2024	Recruitment and Selection Process, Placement
Week 5	12th February 2024	17th February 2024	Induction and Socialization, Employee Retention
Week 6	19th February 2024	24th February 2024	Aspects of Training and Development: Concept, Scope, Significance and Role, Training Process
Week 7	26th February 2024	2nd March 2024	Methods of Training and Development, Training Process Outsourcing
Week 8	4th March 2024	9th March 2024	Revision and Presentations
Week 9	11th March 2024	16th March 2024	Class Tests, Case Studies and Presentations
Week 10	18th March 2024	23rd March 2024	Performance Appraisal: Concept, Nature, Objectives and Process. Performance Management
Week 11	24th March 2024	31st March 2024	Mid-Sem Break
Week 12	1st April 2024	6th April 2024	Methods of Performance Appraisal, Potential Appraisal, Employee Counselling
Week 13	8th April 2024	13th April 2024	Job Transfer and Promotion, Compensation Management: Concept, Policies, Components of Compensation Management
Week 14	15th April 2024	20th April 2024	Maintenance of Employees: Health, Safety, Welfare and Social Security
Week 15	22nd April 2024	27th April 2024	Employer-employee relations, Grievance handling, and redressal
Week 16	29th April 2024	4th May 2024	Emerging Horizons of HRM
Week 17	6th May 2024	11th May 2024	Revision, Doubt Session, and Class Test