

**DEPARTMENT OF COMMERCE  
SHYAM LAL COLLEGE, UNIVERSITY OF DELHI**

**Subject- Human Resource Management**

**Course & Sem - B.Com(H) II Sem**

**Teacher's Name - Amit Kapoor, Jyoti Sharma, Romasa Shukla, Priya Khanna**

<b>Sr. No.</b>	<b>From</b>	<b>To</b>	<b>Topics</b>
Week 1	18-Jan-24	20-Jan-24	Introduction to HRM
Week 2	22-Jan-24	27-Jan-24	Importance, evolution and scope of HRM, Difference between HRM & HRD, Human Resource Planning
Week 3	29-Jan-24	03-Feb-24	Job Analysis, HR Policies, Recruitment Selection and Development
Week 4	05-Feb-24	10-Feb-24	Induction And Socialization, Training And Development :- importances and Methods
Week 5	12-Feb-24	17-Feb-24	Training & Development :- Role specific and competency based Training, Performance Appraisal
Week 6	19-Feb-24	24-Feb-24	Objectives and methods of Performance appraisal, Potential appraisal and employee counselling,
Week 7	26-Feb-24	02-Mar-24	Job changes - transfers(meaning and reason) Promotion(meaning and basis), demotion (meaning causes and guiding principles)
Week 8	04-Mar-24	09-Mar-24	Compensation Management, Job evaluation - base and supplementary compensation,
Week 9	11-Mar-24	16-Mar-24	Method of wage payment, fringe benefits, incentives plan(individual, group, and organisation wide)
Week 10	18-Mar-24	23-Mar-24	employee maintenance and emerging issue in HRM
	<b>24-Mar-24</b>	<b>31-Mar-24</b>	<b>MID SEMESTER BREAK</b>
Week 11	01-Apr-24	06-Apr-24	employee welfare, safety and health
Week 12	08-Apr-24	13-Apr-24	grievance redressal; Emerging issue and challenges of HRM
Week 13	15-Apr-24	20-Apr-24	workforce diversity, employee empowerment, downsizing
Week 14	22-Apr-24	27-Apr-24	work- life balance, use of technology in HRM functions
Week 15	29-Apr-24	04-May-24	e-HRM, green - HRM, outsourcing HRM, employee retention.
Week 16	06-May-24	11-May-24	ethics in HRM(surveillance vs. privacy), Revision

**Teaching Methods :** Group Discussions  
Flip Classroom  
Lecture Method  
Presentations