



Syllabus for B.Com Course (as per NEP-2020) of Assam University

B.COM SEMESTER II

Basics of Human Resource Management

Paper Code: IDC 151 (B) [For Students of other Department]

Total Credit: 3

Internal Assessment: 30

Full Marks: 100

Term End Examination: 70

Objective: The paper aims to acquaint the learners with the techniques and principles to manage human resources of an organization for better performance.

Outcome: A student is expected to understand the various concepts of Human Resource Management and apply them in real life situation.

Unit 1: Introduction

Concept and functions; Role, status and competencies of HR manager; HR policies. Emerging challenges of HRM- Workplace diversity, empowerment, downsizing, VRS, work life balance. Concept of e-HRM and work from home.

Unit 2: Human Resource Planning

Human resource planning- Quantitative & qualitative dimensions; Job analysis – Job description & job specification; Recruitment – concept & sources; Selection – concept & process; Test & interview; Placement, induction & socialization; Retention of employees.

Unit 3: Training and Development

Concept & significance; Role specific & competency-based training; Training & development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, hands on, shadowing, e-learning, sensitivity training, In-basket, management games, conferences & seminars, coaching & mentoring, management development programs.

Unit 4: Performance Appraisal and Compensation Management

Performance appraisal- Nature, objectives and process. Methods of Performance Appraisal. Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organization incentive plans; Fringe benefits; Performance linked compensation.

Unit 5: Employee Maintenance

Employee health and safety; Employee welfare; Social security (excluding legal provisions). Employer-employee relations; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery.

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Suggested Readings:

Aswathappa, K. & Dash, S. (2021). Human Resource Management-Text and cases, Ninth Edition, Tata McGraw-Hill.


Chhabra, T. N. & Chhabra, M. (2020). Human Resource Management. Delhi:Sun India Publications.

Decenzo, D.A., & Robbins, S. P. (2009). Fundamental of Human Resource Management. New Jersey; Wiley.

Dessler G. & Varrkey B. (2020). Human Resource Management, Sixteenth Edition Pearson Paperback.

Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.

Pattanayak, B. Human Resource Management, 6th ed. PHI learning.

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