

Course Title: Human Resource Management

Course Code	: 17BA2T2	External Marks	: 60
Core / Elective	: Core	Internal Marks	: 40
Credits	: 3	Contact Periods	: 3
Year/Semester	: I year/II semester	Tutorial Periods	: 2

Course Objectives

The course aims:

1. To introduce the evolution in human resource management and its role in gaining sustainable competitive advantage through people.
2. To develop comprehensive skills in planning, selecting, motivating, and developing the human resources for organisational effectiveness.
3. To discuss theory and practice of compensation, employee benefits, performance development and retention.
4. To expose the students to practical situations and problem solving regarding areas of employee counseling, discipline and termination.
5. To provide an understanding of the role of human resources in developing the intellectual capital and to enhance the skill and competencies to become a successful HR manager.

Course Outcomes

Student will be able to:

1. Relate how to strategically plan for the human resources needed to meet organizational goals and objectives.
2. Recall the various functions of HRM and solve practical problems with their knowledge.
3. Compare various methods of HR planning, recruitment, selection, placement and training.
4. Select and evaluate the right employee performance and compensation systems.
5. Make use of various industrial relationship policies suitable to different situations.

Unit 1- Introduction to Human Resources Management: Definition and functions- Scope- Evolution of HRM- Principles-Policies, Strategies- HRM model- Qualities and role of HR manager- Human resource management in a changing environment.

Unit 2- Human Resource Planning: Objectives – process- factors affecting HR planning; Job design and job analysis - Objectives and methods of job analysis; Recruitment -Purpose- Factors influencing- Sources of recruitment; Selection - Significance, Process, Placement, Induction and socialization.

Unit 3- Employee Training: Significance –Methods- Training procedure- Evaluating effectiveness of training; Management development programmes – Concept- skills to be developed and evaluating its effectiveness; Performance appraisal –

Objectives-Methods - Developing and administering an appraisal programme - Limitations to its effectiveness.

Unit 4- Salary and Wage Administration: Concept- Wage Structure- Wage and Salary Policies- Job evaluation methods and problems - Incentive payment systems - incentive mechanisms. Safety and welfare management.

Unit 5- Managing Industrial Relations: Trade unions-Employee participation schemes-Collective bargaining-Managing knowledge work force -Grievances and disputes resolution mechanisms; Quality of Work Life (QWL) - HR audit - Process -HRIS - methods.

Case Study: Compulsory. Relevant cases have to be discussed in each unit.

Reference Books

1. Dessler, "Human Resource Management", 10th Edition, Pearson Education. New Delhi.
2. Monappa. A & Saiyaddin.M., "Personnel Management", Tata McGrawHill, New Delhi.
3. Pattanyak, "Human Resource Management", Prentice Hall of India, New Delhi.
4. Aswathappa. K, "Human Resource and Personnel Management", 2nd Edition, Tata McGraw Hill, New Delhi, 2001.
5. De Cenzo. & Stephen P.Robbins, "Personnel/ Human Resource Management", Prentice Hall of India, New Delhi.
6. Edwin B. Flippo, "Personnel Management", McGrawHill, New Delhi.
7. Rao V.S.P, "Human Resources Management", Excel Books, New Delhi.
8. Singh.N.K. "Human Resources Management", Excel Books, New Delhi.
9. Subba Rao P., "Human Resource Management and Industrial Relations", Himalaya Publishing House, New Delhi.