

20BB210 HUMAN RESOURCE MANAGEMENT

Hours Per Week :

L	T	P	C
4	-	-	4

Total Hours :

L	T	P
50	-	-

COURSE DESCRIPTION AND OBJECTIVE:

The objective of the course is to provide basic knowledge of functions of Human Resource Management. This course will be a prerequisite for students to take any electives offered in the third and fourth semesters under HRM stream. In addition students will be able to list out managerial and operational functions of a company.

COURSE OUTCOMES:

Upon completion of the course, student will able to achieve the following outcomes:

COs	Course Outcomes	POs
1	Understand nature, scope and importance of HRM.	1
2	Apply the elements of job analysis and design.	2
3	Appraise the HRM functions such as recruitment, selection, appraisal etc.	training, 3
4	Demonstrate training and development skills.	1
5	Analyze the compensations and benefits of employees.	6

SKILLS :

- ✓ *Chart out the methods of appraising employees of any (one) organization of your choice.*
- ✓ *List out the HR policies of any one company.*
- ✓ *Select any two companies of your choice and write its HR policies.*
- ✓ *List out any 5 (five) welfare techniques for employees.*
- ✓ *Draft the executive development plan of any company.*
- ✓ *A study of different recruitment models in companies can be made.*

UNIT - I

L-10

Introduction to HRM: Evolution of the concept of HRM, Nature and Importance of HRM - Functions and objectives of HRM – Approaches to HRM-Skills of HR Professionals, Personal management Vs Human Resource Management- - Traditional Vs Strategic human resource management, challenges of HRM

UNIT - II

L-10

Job Analysis and Design: Human Resource Planning- Factors, Process; Job analysis: Job description – job specification- process and methods of Job analysis, data collection methods; Job design: Significance, Objectives, Approaches to job design; Job evaluation: Introduction, process and methods

UNIT - III

L-10

Recruitment and Selection: Factors governing recruitment- The recruitment process – sources of recruitment – the selection process –types of selection tests – basic features of interviews – types of interviews – designing and conducting the effective interview – induction and placement- e-recruitment.

UNIT - IV

L-10

Training & Development: Introduction to training – the training process – training methods – management development – evaluation of training and development-e-training.

UNIT - V

L-10

Performance Appraisal and Compensation: Objectives, Need and Importance of performance appraisal, the appraisal process, methods and problems; Career Planning: objectives, features and methods of career development Compensation: objectives, components, importance, factors influencing compensation; Incentives: Types, Types of employee benefits and services, Need for safety and health, e-performance management and e-compensation.

TEXT BOOKS:

1. Gary Dessler, "Human Resource Management", 14th Edition, PHI, 2015.

REFERENCE BOOKS:

1. Aswathappa.K, "Human Resource Management-Text & Cases", 7th Edition, McGRaw-Hill, 2013.
2. BiswajeetPatnayak, "Human Resource Management", 2nd Edition, PHI, 2002.
3. Jon M.Werner&Desimone, "Human Resource Development-Foundation Framework and Application", 2nd Edition, Cengage Publishers, 2008.