

## **BBA.LL.B (HONS.) – II-SEMESTER**

### **HUMAN RESOURCE MANAGEMENT**

#### **COURSE CODE:**

**Course Objective:** The objective of the course is to provide basic knowledge of functions of Human Resource Management. In addition, students will be able to list out managerial and operational functions of a company.

#### **Course Outcomes:**

1. Understand nature, scope and importance of HRM.
2. Apply the elements of job analysis and design.
3. Appraise the HRM functions such as Recruitment, selection, training, appraisal etc.
4. Demonstrate some Training and development skills.
5. Analyze the compensations and benefits of employees.

**UNIT – I:** 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:** 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, and Approaches to job design; Job evaluation: Introduction, process and methods

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

**UNIT – V:** 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. Aswathappa.K, “Human Resource Management-Text & Cases”, 7th Edition, McGraw-Hill, 2013.
2. Gary Dessler, “Human Resource Management”, 14th Edition, PHI, 2015.
3. Biswajeet Patnayak, “Human Resource Management”, 2nd Edition, PHI, 2002.
4. Jon M.Werner & Desimone, “Human Resource Development-Foundation Framework and Application”, 2nd Edition, Cengage Publishers, 2008