17BB206-HUMAN RESOURCE MANAGEMENT

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.

Learning Outcomes
By the end of this course it is expected that the student will be able to:
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   **- 10 Hrs**
Introduction to HRM: Meaning – Nature of HRM - Functions and objectives of HRM – challenges of HRM – Skills for HR professionals- Integrating Business strategy with HR strategy - HR Planning process.

UNIT-II   **- 12 Hrs**
Job Analysis and Design: Job analysis – job description – job specification- Process and methods of Job analysis data collection– Competency-based Job analysis - Job design: Significance, Approaches to job design, Job evaluation – Process and Methods

UNIT-III   **- 14 Hrs**
Recruitment   and   Selection: Factors   governing recruitment- The recruitment process – sources of recruitment – the selection process – Assessment centers – types of selection tests – basic features of interviews – types of interviews – designing and conducting the effective interview – induction and placement.

UNIT-IV   **- 10 Hrs**
Training & Development: Introduction to training – the training process – training methods – management development – evaluation of training and development.

UNIT-V   **- 14 Hrs**
Performance Appraisal and Compensation: The appraisal process, methods – the appraisal interviews – career planning and development – Employee engagement: Concept

Compensation: Components, Importance, Factors influencing compensation –Incentives: Types- Types of employee benefits and services – Need for safety and health.

Skill Development*:*

(*These activities are only indicative, the Faculty member can innovate*)

1. Chart out the methods of appraising employees of any (one) organization of your choice.

2. List out the HR policies of any one company.

3. Select any two companies of your choice and write its HR policies.

4. List out any 5 (five) welfare techniques for employees.

5. Draft the executive development plan of any company.

6. A study of different recruitment models in companies can be made.

Text Books:

1. Aswathappa.K, "Human Resource Management-Text & Cases", McGRawHill, 7/e, 2013.

2. Gary Dessler, "Human Resource Management", PHI, 14/e, 2015.

Reference Books:

1. BiswajeetPatnayak, "Human Resource Management", PHI, 2/e, 2002.

2. Jon M.Werner&Desimone, "Human Resource Development-Foundation Frame work and Application", Cengage Publishers, 2/e, 2008.