

| | |
|------------------------|--|
| Program | Master of Business Administration |
| SEMESTER | 2 |
| COURSE TITLE | Human Resources Management |
| COURSE CODE | 04MB0202 |
| COURSE CREDITS | 3 |
| COURSE DURATION | 42 Hrs (42 Sessions of 60 minutes each) |

COURSE OUTCOMES:

- ❖ To elaborate the role and importance of HRM
- ❖ To evaluate the job analysis process and its role in HR planning and further assess various recruitment and selection methods.
- ❖ To analyze the training and performance appraisal programs in the organizations.
- ❖ To understand the concept and methods of compensation management.
- ❖ To develop an understanding of the new industrial relations code.

COURSE CONTENTS:

| Unit No | Unit / Sub Unit | Sessions |
|----------------|--|-----------------|
| I | Introduction to Human Resource Management Introduction to HRM – Meaning, Evolution, Uniqueness of HR – Objectives - Functions - HR Manager’s Duties - New Approaches to Organizing HR, Case Study | 9 |
| II | Recruitment and Selection The basics of Job Analysis – Data Collection Techniques in Job Analysis – Job Description – Job Specification, HR Planning: Concept and Process, Recruitment & Selection Concepts and Methods, Induction and Placement, An introduction to HRIS, Case study | 8 |
| III | Training & Performance Management Significance of Training – Assessing Training Needs – Designing Formal Training Programs – Implementing Training Programs – Evaluation of Training Programs, Methods of training and their benefits Introduction to Performance Appraisal – Techniques –Organizational Demands and Performance Management- Linkage of Performance appraisal with Motivation at Work, Case study | 9 |
| IV | Compensation Objectives of Compensation Administration - Wage and Salary determination Job Evaluation and Methods- Innovations in Compensation Management – Incentive Plans, Bonus – Benefits & Services, Gratuity, PF, Pension. Case Study | 8 |
| V | Industrial Relations & Labor Legislation Introduction to Industrial Codes: An overview of the Codes on Social Security, Industrial Relations, Occupational Safety, Health and Working Conditions. Case Study | 8 |

EVALUATION:

The students will be evaluated on a continuous basis and broadly follow the scheme given below:

| | Component | Weightage |
|---|--|------------------------------|
| A | Continuous Evaluation Component (Assignments / Quizzes / Class Participation etc.) | 20%(C.E.C.) |
| B | Internal Assessment | 30%(I.A.) |
| C | End-Semester Examination | 50% (External Assessment) |

Text Books:

| Sr. No | Author/s | Name of the Book | Publisher | Edition & Year |
|--------|---|---|-----------------------------------|----------------|
| T-01 | Gary Dessler and Biju Varkkery | Human Resource Management | Pearson | Latest |
| T-02 | Pravin Durai | Human Resource Management | Pearson education Asia, New Delhi | Latest |
| T-03 | Angelo Denisi, Ricky Griffin and Anita Sarkar | Human Resource Management - A South Asian Perspective | Cengage Learning | Latest |

Reference Books:

| Sr. No | Author/s | Name of the Book | Publisher | Edition & Year |
|--------|--------------------------|--|--------------------------------|-------------------------------|
| R-01 | Sinha, Sinha and Shekhar | Industrial Relations, Trade unions and Labour Legislations | Pearson Education | Latest |
| R-02 | P.K. Padhi | Labour and Industrial Relations | PHI Private Limited | 4 th edition, 2019 |
| R-03 | S. C. Srivastava | Industrial Relations & Labor Laws | Vikas Publishing House Pvt Ltd | Latest |
| R-04 | K. Aswathappa | Human Resource Management: Text and Cases | Tata Mc Graw Hill, 2013 | Latest |