

INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
SEMESTER	2
COURSE TITLE	HUMAN RESOURCE MANAGEMENT
COURSE CODE	04BB0204
COURSE CREDITS	4

Course Outcomes: After completion of this course, student will be able to:

- 1 Explain the importance of human resources and their effective management in organizations.
- 2 Analyze the key issues related to administering the human elements such as recruitment, training, compensation, management development and employment relations.
- 3 Understand fundamentals and importance of Training and Development.
- 4 Analysis various components of Compensation
- 5 Understand the process of job analysis and appreciate its importance as a foundation for human resource management practice.

Pre-requisite of course:N/A

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
4	0	0	50	30	20	0	0

Contents : Unit	Topics	Contact Hours
1	Introduction An Introduction to Human Resource Management, characteristics and significance of HRM, objectives and functions, Skills and Competencies of a Human Resource Manager, changing skill requirement, changing employee expectations, Challenges faced by HR managers	8
2	Procurement Job analysis, Job Description and Job Specification-Definitions and Objectives Human Resource Planning- Definition and objectives. Recruitment and Selection – Definitions and objectives Placement and Induction	12
3	Training and Development Training: Definition, objectives and advantages, Identification of training needs, Methods of training, Difference between Training & Development. Succession Planning	10

Contents : Unit	Topics	Contact Hours
4	Compensation Job evaluation-Introduction and objectives, Compensation-Definitions and objectives – Introduction to Regulatory Framework for Compensation Management(Codes, PF/Gratuity/Basic DA), Basic factors in determining pay rates, Basic, Supplementary and Executive Remuneration, types of employee benefits and services, Ethical issues in Compensation Management: Discussion	10
5	Employment Relations and Contemporary issues in HRM Employee Relationship Management– Definitions and Main Aspects, Industrial Disputes & Conflicts – Collective Bargaining Grievance Handling, Contemporary issues in Human Resource Management	8
Total Hours		48

Textbook :

- 1 Human Resource , Pravin Durai, Pearson: Dorling Management, 2018

References:

- 1 Human Resource and Personnel Management, Text and Cases, Human Resource and Personnel Management, Text and Cases, K. Aswathappa, Tata MC Graw- Hill, 2010
- 2 Human Resource Management, Human Resource Management, Gary Dessler & BijuVarkkey, Pearson, 2016
- 3 Human Resource Management - Text and Cases, Human Resource Management - Text and Cases, V.S.P. Rao, Excel Books, 2006

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking
10.00	20.00	25.00	25.00	10.00	0.00

Instructional Method:

- 1 Theory

Supplementary Resources:

- 1 <https://www.istd.in/>
- 2 <https://nipm.in/>
- 3 <https://www.shrm.org/>

Supplementary Resources:

4 <https://www.nationalhrd.org/>