

HUMAN RESOURCE MANAGEMENT

Sem	Subject code	Category	Lecture		Theory		Credit
			Total Hrs	Hrs per week	Total Hrs	Hrs per week	
III		Core paper – V	90	6	90	6	4

COURSE OBJECTIVE:

1. To learn about various functions of Human Resource Management like HRP, Job Analysis, HRD.
2. To know about the Recruitment, Selection, Performance Appraisal .
3. To understand the recent trends in HRM.

COURSE OUTCOMES:

On Successful completion Of the Course the student will be able:

CO Number	CO STATEMENT	Knowledge level(K1-K4)
CO1	To enhance the students to learn about nature of HRM	K2
CO2	To understand the concept of Recruitment and Selection process	K3
CO3	To have a better knowledge about Training and Performance Appraisal conducted in the Organisation	K3
CO4	To understand the concept of Job evaluation and compensation system followed in the organisation	K4
CO5	To remember about transfer and promotion types followed in the organization	K4

K1 – Remember; K2 – Understand; K3 – Apply; K4 – Analyze

MAPPING WITH PROGRAMME OUTCOMES

COS	PO1	PO2	PO3	PO4	PO5	PO 6
CO1	S	M	S	S	S	S
CO2	S	S	S	S	S	M
CO3	S	M	M	S	S	S
CO4	M	S	S	S	M	S
CO5	M	S	S	M	M	M

S – Strong

M – Medium

L – Low

UNIT – I INTRODUCTION OF HRM

18 hrs

HRM : Introduction - Nature – Scope – Characteristics – Functions - Objectives – Importance - A comparison of Personnel management and HRM – HRM in India — Qualities of HR manager. **Introduction of Human Resource Planning (HRP)** : Concept – Objectives – Need and Importance – Process – Levels – Factors Affecting HRP . **Job Analysis**: Concept – Procedure - Approaches – Factors Affecting Job design – Methods -Job Enrichment – Job Description – Job Specification

UNIT –II RECRUITMENT AND SELECTION

18 hrs

Recruitment: Process – Recruitment Policy – Recruitment Planning – Factors Affecting Recruitment Policy – Sources – Techniques – Recruitment Practices in India. **Selection**: Concept – Nature - Process – Selection Testing – Selection Interviewing – Barriers to Effective Selection – Selection Process in India. **Placement**: Concept – Placement situations. **Induction**: Objectives – Advantages – Contents of Induction Programme – Requisites of an Effective Programme – Evaluation of Orientation Programme – Induction in Indian Industry.

UNIT-III PERFORMANCE APPRAISAL

18 hrs

Performance Management System : What a performance management system should Do ?- Concept – Purpose – Aims - Uses – Objectives – Importance –
Dimensions of performance management - Process – Methods – Linkage of performance management to other HR processes - PA Through MBO – 360 degree
Appraisal Technique - Competency Mapping – Use of Technology and e- PMS – International Aspects of PMS.

UNIT – IV COMPENSATION, TRANSFER AND PROMOTION

18 hrs

Compensation Management: Concept of Compensation – Components – Objectives – Principles - Process – Factor Affecting Compensation – Methods of Wage Payment – Executive Compensation . **Transfer:** Need – Objectives – Types. **Promotion:** Promotion Policy – Demotion – Employee Separations and Employee Retention – Exit Interview – Stay Interview.

UNIT -V RECENT TRENDS IN HRM **hrs**

18

HR Audit : HR Accounting: Objectives – Benefits – Scope – Process – Advantages – Limitations – Human Resource Costs – Methods of Valuation of Human Resources – HR Accounting in India. **HR Audit :** Nature – Benefits – Scope – Approaches – Balance score card – Bench marking. HR Score card – Digital HR.

Five case studies

Distribution of marks: Theory 100% and problem 0%

TEXT BOOKS:

Sl. No	Authors	Title	Publishers	Year of publication
1	C.B.Gupta	Human Resource Management	Sultan Chand & Sons	15 th Edition 2015
2	K.Aswathappa	Human Resource Management	Tata McGraw Hill Education Private Limited	4 th Edition 2011
3	P.C.Tripathi	Human Resource Development	Sultan chand & sons	6 th Edition 2010
4	L.M.Prasad	Human Resource Management	Sultan chand& sons	2010

REFERENCE BOOKS:

Sl.no	Authors	Title	Publishers	Year of publication
1	Gary Dessler	Human Resource Management	Prentice Hall of India	14 th Edition 2015
2	SeemaSanghi	Human Resource Management	Macmillan	2011
3	Dr.S.S.Khanka	Human Resource Management	Sultan Chand & Sons	2009
4	C.B.Memoria & S.V.Gankar	Human Resource Management	Himalaya Publishing House	2004

TEACHING METHODOLOGY:

- 1.Chalk& Talk
2. Lecture
3. Seminar
4. Assignment
5. Chart preparation
6. PPT
7. Group Discussion
8. You tube class
9. Case study
10. Role play

SYLLABUS DESIGNER:

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