

**ELECTIVE - I : HUMAN RESOURCE MANAGEMENT**

<b>Sem</b>	<b>Subject code</b>	<b>Category</b>	<b>Lecture</b>		<b>Theory</b>		<b>Credit</b>
			<b>Total Hrs</b>	<b>Hrs per week</b>	<b>Total Hrs</b>	<b>Hrs per week</b>	
<b>V</b>		Elective paper - I	45	3	45	3	3

**COURSE OBJECTIVE:**

1. To learn about various functions of Human Resource Management like HRP, HRD.
2. To gain Various functions such as Recruitment, Selection, and Performance Appraisal.
3. To understand the recent trends in HRM.

**COURSE OUTCOMES:**

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

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

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

**MAPPING WITH PROGRAMME OUTCOMES**

<b>COS</b>	<b>PO1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>
<b>CO1</b>	S	M	S	M	S	S
<b>CO2</b>	S	S	S	S	S	M
<b>CO3</b>	S	M	M	S	S	S
<b>CO4</b>	M	S	S	S	M	S
<b>CO5</b>	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 .

**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. **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** : Concept – Uses – Objectives  
– Process – Methods – 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**

**18 hrs**

**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:**

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

**REFERENCE BOOKS:**

<b>Sl. n o</b>	<b>Authors</b>	<b>Title</b>	<b>Publishers</b>	<b>Year of publication</b>
1	Gary Dessler	Human Resource Management	Prentice Hall of India	14 <sup>th</sup> Edition 2015
2	SeemaSanghi	Human Resource Management	Macmillan	2011
3	Dr.S.S.Khanka	HumanResource Management	Sultan Chand & Sons	2009
4	C.B.Memoria &S.V. Gankar	HumanResource 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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, Department of Management Studies, D.K.M College for Women.