



**Birla Institute of Technology & Science, Pilani**  
Hyderabad Campus

## **SECOND SEMESTER 2018-2019**

### Course Handout Part II

Date: 07-01-2019

In addition to part-I (General Handout for all courses appended to the time table) this portion gives further specific details regarding the course.

Course No. : HSS F328  
Course Title : Human Resource Development  
Instructor-in-Charge : **Swati Alok**

### **Scope and Objective of the Course:**

- To teach the basic principles of HRM – how an organization plans, selects, recruits the right talent and manages its people effectively
- To understand how an organization manages talent through training, development, performance management systems and employee engagement
- Review, analysis and discussion of various compensation systems including pay for performance and merit based systems.
- Review of some of the current health and safety problems facing employees and employers and discussion of the strategic choices available to managers

### **Textbooks:**

**T1:** Aswathappa K., Human Resource Management- Text and Cases, Tata McGraw Hill, 6th Edition, 2010

### **Reference books**

**R1:** Gomez-Mejia, L.R., Balkin, D.B., & Cardy, R.L. Managing Human Resource Management 6th edition, Pearson Edu. 2007

**R2:** Dessler G. & Biju V., Human Resource Management, Pearson Education Asia, 12th Edition, 2011.



## Course Plan:

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Text Book
1-2	Understanding the nature and scope of Human Resource Management	Definition, Functions/objectives, organization of department, Evolution, Context in HRM Changing role in HRM,	T1, Chapter 1 and ch-2
3-4	Meeting present and emerging strategic Human resource challenges	Human resource mgmt, planning and implementing strategic HR Policies, selecting HR strategies to increase firm performance	T2, chapter 1
5-8	Human Resource Planning	Nature and importance of HR planning, Factors affecting HRP, the planning process, managerial succession planning	T1, Ch-4
9-11	Analysis Work and Designing Jobs	Process of JA, Methods of collecting job data, Competency based JA, Job design approach, contemporary issues in JD	T1, Ch-5
12-15	Recruiting and selecting employees	Recruiting Human resource, recruitment process, Evaluation process, Selection process, Barriers, selection in India	T1, Ch-6 Ch-7
16-19	Appraising and Managing Performance	Basic Concept of Performance Management - Process of Performance Appraisal - Methods of Performance Appraisal - Errors in Performance Appraisal	T1, Ch-10
20-24	Training the workforce	- Training v/s development, challenges in training, managing training process	T1, Ch-9
25-26	Developing careers	Career development, effective career development	T2, Ch-9
27-30	Managing compensation	Designing, compensation tools	T2, Ch-10
31-34	Rewarding performance & designing benefits	Designing pay for performance, types of Pay for performance, benefits strategy, administering benefits	T2, Ch-11, Ch-12
35-36	Industrial Relations, Trade unions, Resolving dispute	- Labor Movement - Trade Union in India - Collective Bargaining: Process and Methods - Grievance: Sources and process of redressal	T1, Ch-22,23,24
37-38	Managing Ethical issues in Human	Ethics and fair treatment at work - Human Resource Management's	T1, Ch-25



	Resource Management.	role in promoting ethics and fair treatment - Employee Discipline and Privacy - Managing Dismissal	
39-40	Employee Safety and Health	Safety, Types of accidents, Need for safety. Safety Programme, Health	T1, Ch-20

**Evaluation Scheme:**

Component	Duration	Weightage (%)	Date & Time	Nature of Component
Mid term	90 Minutes	35	16/3 1.30 -3.00 PM	Closed book-25/open book-10
Group Assignments		20		
Comprehensive Examination	180 Minutes	45	14/05 FN	Closed book-20/ open book - 25

**Notices:** All notices of this course will be displayed on LTC Notice Board.

**Make-up:** Make-up may be given only on genuine grounds. Prior permission has to be obtained.

**Academic Honesty and Integrity Policy:** Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

**INSTRUCTOR-IN-CHARGE**

