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**INSTRUCTION DIVISION**

**SECOND SEMESTER 2019-2020**

# Course Handout Part II

Date: 26-11-2019

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:**

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| * 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 |
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**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

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

**Course Plan:**

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| **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 |
| 35-38 | 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 |
| 39-40 | Managing Ethical issues in Human Resource Management. | Ethics and fair treatment at work  - Human Resource Management’s  role in promoting ethics and fair  treatment  - Employee Discipline and Privacy  - Managing Dismissal | T1, Ch-25 |
| 41-42 | Employee Safety and  Health | Safety, Types of accidents, Need for safety. Safety Programme, Health | T1, Ch-20 |

**Evaluation Scheme:**

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| **Component** | **Duration** | **Weightage (%)** | **Date & Time** | **Nature of Component** |
| Mid term | 1.5 hour | 35 |  | Closed book |
| Group Assignments |  | 20 |  |  |
| Comprehensive Examination | 3 hours | 45 |  | 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.**

**INSTRUCTOR-IN-CHARGE**