

Human Resource Management

Course Objectives

This subject provides the key aspects of managing human resources in domestic and multi-national organizations, including a consideration of labour relations and diversity management issues. Topics include job analysis, planning, recruiting, selection, orientation, training and development, performance appraisal, compensation and benefits, dispute resolution, and legal frameworks for both the non-union and union environments.

Syllabus

Evolution of HR, Definition- Meaning- objectives-differences between personnel management and HRM, Human Resource Acquisition, Analysis and Designing of Jobs, HR planning, Human Resource Development, Compensation, Employee Relations

Expected Outcome

The students are expected to have critical skills required to manage human resources in a multitude of workplace environments. Students are expected to get basic knowledge about management of Human Resources and Industrial Relations.

References

1. Decenzo, David A and Stephen P Robbins. Human Resource Management (11/e). Wiley, 2013.
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3. Fisher, Cynthia D and Lyle F Schoenfeldt. Human Resource Management (6/e). Cengage Learning, 2006.
4. Gomex-Mejia, Luis R, David B Balkin and Robert L Cardy. Managing Human Resources. Person/Prentice Hall, 2009.
5. Kandula, Srinivas R. Human Resource Management in Practice with 300 Models, Techniques and Tools. PHI Learning, 2009.
6. Kleiman, Lawrence S. Human Resource Management: A Managerial Tool for Competitive Advantage. Cengage Learning, 2009.
7. Ivancevich, John M. Human Resource Management. McGraw Hill, 2007.
8. Mamoria, C B and S V Gankar. Personnel Management. Himalaya Publishing House, 2009.
9. Pattanayak, Biswajeet. Human Resource Management. PHI Learning, 2005.

10. Rao, P Subha. Essentials of Human Resource Management and Industrial Relations: (Text, Cases and Games). Himalayan Books, 2011.
11. Rao, V S P. Human Resource Management. Excel Books, 2010.
12. Sanghi, Seema. Human Resource Management. Vikas Publishing, 2014.
13. Snell, Scott, George Bohlander and Veena Vohra. Human Resource Management: A South Asian Perspective. Cengage Learning India, 2010.

COURSE PLAN

I Introduction: Evolution of HRM - Meaning and significance - differences between personnel management and HRM - Major functions of HRM - Line functions and staff functions - human capital management – Characteristics and qualities of HR Manager - Recent trends in HRM

II Job Design, Work and Motivation - Job design and quality of work life, A conceptual model of job design, Job performance outcomes, Job analysis, Job designs: the result of job analysis. The way people perceive their jobs, Designing Job range: Job rotation and job Enlargement, Designing Job depth: Job enrichment and job design.

First Internal Examination

II Pre-recruitment functions: Organizational structure - Analysis and Designing of Jobs - HR planning - Factors affecting HR Planning - HRP process - Requisites of a good HRP - Barriers to HRP Recruitment, selection and appointment: Meaning and significance of recruitment - Process of recruitment -Sources of recruitment - Cost-benefit analysis of recruitment - Process of selection - Difference between recruitment and selection - Selection techniques: tests, interviews and salary negotiation - Meaning and significance of appointment - Process of appointment - Induction and Placement.

III Training and development: Meaning and significance of training and development - Process of training development - Training Need Analysis - Training Design – Training Implementation - Training evaluation - Methods of training: on-the-job and off- the-job methods

Second Internal Examination

IV Performance Management: Meaning and significance of Performance Management - Types of performance appraisal system - Performance goal setting – Performance coaching and monitoring - Performance evaluation and performance feedback - Aligning performance outcome to career and succession planning Compensation and benefits: Meaning and significance - Components of Compensation - Factors affecting wages and salaries

V Employee relations: Meaning and significance of employee relations - Employee relations in unionised and non-unionised organizations, participative management - Handling grievances, managing discipline, conducting domestic enquiry

Trimester Examination