

# **HUMAN RESOURCE MANAGEMENT**

**AS-201**

**L: 2 T: 1 P: 0 Cr: 3**

## **COURSE OUTCOMES**

1. Formative conceptualization of human resource management
2. Understanding human resources
3. Realizing the importance of appraisals and evaluation
4. Learning importance of training and development
5. Analysing the management of job stress and ensuring employee health and well being

## **SYLLABUS**

### **Unit-1: Foundation's of Human Resource Management of HRM**

Meaning, definition, nature, scope, characteristics objectives of HRM Opportunities and challenges HRM functions.

### **Unit-II: Acquisition of Human Resources**

Human Resource Planning (HRP): need, objectives, determinates, HRP models, HRP process; Job Analysis (JA): sources, methods, process, uses, importance; job description, job specification; Recruitment and selection: sources, process, barriers, objectives, objectives of selection, selection tests, interview, induction, placement, employee socialization.

### **Unit-III: Appraising and evaluating Human Resources**

Performance Appraisal (PA) and feedback: approaches, and techniques of PA, process of PA, interview, Job Evaluation (JE): principles, process, methods importance and limitations.

### **Unit-IV: Development of Human Resources**

Human Resource Development (HRD): functions, benefits, importance, barriers Training and Development: models, methods, training process, evaluation and barriers.

### **Unit-V: Employees Health and Well being**

Stress: Nature, Causes and consequences; Management of Stress: Personal and organizational based strategies; Burnout: Nature, symptoms, causes, relationship with stress, management of burnout.

### **Text Books:**

1. Gary Dessler (2015), Human Resource Management, Person Prentice Hall of India, New Delhi
2. VSP Rao, Human Resource Management, Text & Cases (2<sup>nd</sup> edition), Excel Books, New Delhi

### **Reference Books:**

1. Tapomony Deb, (2009), Managing Human Resource and Industrial Relations (First edition), Excel Books, New Delhi
2. John M. Ivancevich (2005), Human Resource Management 93<sup>rd</sup> edition) Tata McGraw Hill Publishing Co. Ltd., New Delhi