Maulana Abul Kalam Azad University of Technology, WB
(Formerly known as West Bengal University of Technology)

Paper code: MIM401A

Mode: Offline   **Credits: 4(3L+1T)**

HUMAN RESOURCE MANAGEMENT

Aim of the Course: The objective is to attain a comprehensive understanding of management.

Course Objectives: The course is designed to foster comprehension of the core principles of management. It also covers operational aspects. Upon finishing this course, students should have a grasp of the foundational tenets of management.

Goals:

After the completion of this course the students will be able to -

CO1: Summarize the overview of human resource Management.

CO2: Relate the objectives of Human Resource Planning its objectives.

CO3: Discover the concept of HRD its different objectives etc.

CO4: Elaborate the emerging areas of International Human Resource Management.

CO5: Students will apply the theoretical approach in practical field.

Sl	Course content	Mapped modules	Hour allotted
CO1	Human Resource Management-Overview Introduction of the paper, Definition of Human Resource, Definition & Concept of Personnel Management, Comparison between Personnel Management & HR. Nature, Aim and Objectives, Scope & Coverage & Nature of HRM, Importance of Human Resource Management. Historical Perspective & Evolution of Human Resource Management in India. Development of HR Functions, Structure & Function of HR Manager, Role of Line Managers in Managing Human Resources. Difference Between Line Function and Staff Function. Changing Function of Human Resource Management with Examples.	M1	8
CO2	Human Resource Planning Meaning, Objectives, Importance of Human Resource Planning, Need for HR Planning, Assessment of Available HR in the Organization, Work Load Analysis, Manning Norms, Demand Analysis of Future Requirement of HR, HR Policy	M2	6
CO3	Job Analysis: Concept, Uses, Job Description, Job Specification, Methods of collecting Job Analysis Data, Job Evaluation.	M3	8
CO4	Talent Acquisition and Training: Recruitment: Definition, Sources of Selection, Process of Selection, Difference Between Recruitment and Selection. Training: Definition, Difference between Training, Development and Education, Different Methods of Training, Training needs assessment – KIRK-PATRICK, CIPO, CIRO, Training calendar	M4	7
CO5	HRD: Definition, objective, process of HRD, Assessment of HRD Needs, HRD Methods	M5	5

CO6	Introduction to Performance appraisal: Purpose, Methods, Appraisal instruments, 360-degree Appraisal, HR Score Card, Errors in appraisal, Potential Appraisal, Appraisal Interview. Compensation Management – Calculation of wage and salary (only theory)	M6	6

Learning Outcome/ Skills:

Now a day every organization is having complex organization structures. Student will study how different departments and functions within an organization interacts, and how the organizational structure affects decision-making and efficiency.

Module Number	Content	Total Hours	% of questions	Bloom Level (applicable)	Remarks, if any
THEORY					
M1	Human Resource Management-Overview	8	20	1,2	NA
M2	Human Resource Planning	6	20	1,2,3	NA
M3	Job Analysis: Concept, Uses, Job Description, Job Specification, Methods of collecting Job Analysis Data, Job Evaluation.	8	20	1,2	NA
M4	Talent Acquisition and Training	7	10	1,2,3	NA
M5	HRD: Definition,	5	10	1,2,3	NA
M6	Introduction to Performance appraisal	6	20	1,2,3	NA
Total Theory		40	100		
TUTORIAL		8			
TOTAL		48			