



SECOND SEMESTER (Session 2015-16)
Course Handout (Part II)

Date: 11/01/2016

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

Course No. : MBA C412
Course Title : Human Resource Management
Instructor-in-charge : Dr. ANUBHA DADHICH

Description of course:

Introduction to Human Resource Management, Employment Laws, The Manager's Role in Strategic Human Resource Management, Job Analysis, Human Resource Planning and Recruiting, Testing and Selection, Interviewing Candidates, Training and Developing Employees, Performance Management & Appraisal, Talent Management, Strategic Pay Plans, Pay for Performance and Employees Relations.

Scope and Objectives of the course:

When organizations face challenges such as an economy in recession, they depend on thoroughly trained professionals who react quickly to the changes in the environment and create strategies for success. Human Resource Management is responsible for carefully selecting and training people with the necessary skills to pursue the strategy effectively. Some external factors can be predicted, others such as the collapse of large banks and insurance companies, can seemingly come out of nowhere. The challenges have been coming fast and furious as organizations struggle to adjust strategy in the face of tumbling stock market, widespread layoffs and technology that has made social networking a mainstream tool for business.

Human Resource Management course has been designed to educate students (future managers) as to the functions of manager and the roles that manager must assume within organizations that led to both individual and organizational success.

To achieve the objective stated above, classes will be structured primarily around lectures, individual assessments, group activities and occasional videos.





Text Book:

T1. Dessler Gary, Varkkey Biju (2011), Human Resource Management, 12th edition.

Reference Books:

R1. DeCenzo David A., Robbins, Stephen P. (2012), Human Resource Management, 10th edition.

R2. Aswathappa, K. (2011), Human Resource Management, Text & Cases, 6th edition.

Serial No.	Learning Objectives	Topics to be covered	Reference	Lecture hours
1	Introduction : Scope and Coverage	Course Handout		2
2	What is HRM? Why it is important for all managers to study HRM.	What, why when & how of HRM ? New approaches to organizing HRM	Ch 1 TB	2
3	Important trends influencing HRM. Different employment laws.	Globalization, Workforce and Demographic Trends, Economic Challenges & Trends. Employment laws in India & US.	Ch 1 TB Ch 2 TB	3
4	Importance of manager's role in strategic HRM	Strategic Human Resource Management	Ch 3 TB	2
5	Methods for collecting job analysis information, writing job descriptions & specifications.	Job Analysis	Ch 4 TB	2
6	Planning & Forecasting, Need for Effective Recruiting.	Human Resource Planning & Recruiting	Ch 5 TB	2
7	Internal & External Sources of Candidate	Human Resource Planning & Recruiting	Ch 5 TB	2
8	Basic testing concepts, Managing the new workforce.	Employee Testing & Selection	Ch 6 TB	2





9	Types of tests, Investigation and other Selection Methods.	Employee Testing & Selection	Ch 6 TB	2
10	Basic types of interviews, design & conduct effective interview.	Interviewing Candidates	Ch 7 TB	2
11	Orienting & Training Employees, Analyzing Training Needs & Designing the Program	Training & Developing Employees	Ch 8 TB	2
12	Implementing Training Programs	Training & Developing Employees	Ch 8 TB	1
13	Basic Concepts in Performance Management & Appraisal, Techniques for appraising Performance	Performance Management and Appraisal	Ch 9 TB	2
14	How to deal with performance Appraisal Problems	Performance Management and Appraisal	Ch 9 TB	2
15	Role of employer, Innovative Employer-Career Initiative.	Coaching , Careers & Talent Management	Ch 10 TB	2
16	Steps of Establishing Pay Rates, Competency-Based Pay	Establishing Strategic Pay Plan	Ch 11 TB	2
17	Designing effective incentive programs. Insurance benefits, retirement benefits.	Pay for Performance & Financial Incentives . Benefits & Services	Ch 12 & Ch 13 TB	2
18	Ethics at workplace, Managing Employees discipline and privacy.	Ethics, Justice & Fair Treatment in HR Management	Ch 14	2
19	Labor Movement, Grievances, Occupational safety Law.	Labor Relations & Employees safety & health.	Ch 15 & Ch 16	2
20	Staffing the Global Organization, The Small Business Challenge.	Managing Global Human Resource & HR in Entrepreneurial Firms.	Ch 17 & Ch 18	2
TOTAL				40





Course Plan

Evaluation Scheme:

EC No.	Evaluation Component (EC)	Duration	Weightage (%)	Marks (Out of 100)	Date & Time	Nature of the Component
1	Mid-Semester Evaluation	90 mins	25%	25	16/3 11:00 - 12:30 PM	Closed Book
2	Project	-	20%	20		Report & Presentation
3	Tests/Surprise Quizzes/Assignments	-	20%	20		Best of 'n-1'
4	Comprehensive Exam	180 mins	35%	35	7/5 AN	Partly Open Book

Journals: Academy of Management Journal, Harvard Business Review, Vikalpa, IIMB Management Review, Journal of Human Values, Journal of Business Ethics.

Chamber Consultation Hour: To be announced in the class.

Note:

- **Course Notices:** All the notices concerning the course will be put up on Department of Management Notice Board/email to MBA goggle groups.
- **Mid semester grading/ marks** will be announced after Mid Sem.
- **Makeup** will be given only on genuine grounds. For that prior written permission is mandatory.

Instructor-in- Charge
MBA C412

