HUMAN RESOURCE MANAGEMENT

Course Code	18ME663	Credits	3
Course type	OE	CIE Marks	50
Hours/week: L-T-P	3-0-0	SEE Marks	50
Total Hours:	40	SEE Duration	3 Hours for 100 marks

Course learning objectives

1. To provide knowledge of objectives of Human Resource Management with various components including, HRP, job design. Recruitment, selection process, Training & Development.
2. To develop the skills of Performance Appraisal methods.
3. To Review the Various aspects of Industrial relations and Industry disputes and settlement acts.
4. To Explore the key issues involved in HRM using case studies.

Prerequisites: - Not applicable

Unit – I **08 Hours**

Nature and Scope of Human resource management: Meaning and definition, Scope of HRM, difference between HRM and Personal management, HRM functions and objectives, personnel policies and principles. Evolution of HRM in India.

Human Resource Planning: Nature of HRP, Importance of HRP, Factors affecting HRP, HRP Planning process, Forecasting techniques, Barriers to HRP, Functions of HRM
Job Analysis, Job Description, Job Specification

Unit – II **08 Hours**

Recruitment: Factors affecting recruitment, Steps in recruitment process, sources of recruitment

Selection: Selection procedure – Purpose of tests, classification of tests, developing a test program, Interviews-types of interviews, guidelines for effective interview and interviewees, qualities of a successful interviewer, interview process. Induction procedure, Promotion policy, Transfer.

Unit – III **08 Hours**

Training And Development: Identification of Training needs distinction between training and development, steps in training programs. Training methods/ techniques, advantages and disadvantages.

Executive Development: Purpose and objective , Executive development process, different development techniques.

Self learning topics:, Separation, suspension, retrenchment, layoff, absenteeism.

Unit – IV 08 Hours

Performance Appraisal: importance and purpose, who should be rated, different methods of performance appraisal, traditional and modern methods. Advantages and disadvantages of appraisal tools. Significant factors that deter problems of performance appraisal. Human resource records, Human Resource Accounting.

e-HR: Nature of e-HRM, e-HR activities:- e-recruitment, e-Selection, e-performance management

Self learning topics: Counseling, International HRM

Unit – V 08 Hours

Industrial Disputes And Settlement: Indian Industrial Disputes act, Voluntary Arbitration, Compulsory arbitration, **Industrial Relations:** Indian trade union act, Indian factories act.

Case studies HRP, Performance appraisal system, HRD, Training and development. Preparation of structured and unstructured interviews.

Books

1. Dr. K. Ashwathappa, Human Resources Management, Tata McGraw Hill Edition, 1999
2. C.B. Mamoria, Management of Human Resources, Himalaya Publication House, 2003
3. Decenoz and Robbins, Personnel / Human resource Management, PHI, 2002
4. Arun Monappa, Industrial Relations TMH, ISBN, 0-07- 451710-8.
5. Wayne F. Casio, Managing Human Resources, Tata McGraw Hill 6th Edition, 1999
6. Snell, Bohlander, Human Resource Management, Thomson learning, 2007

Online Resources & Software:

1. NPTEL course: Principles Of Human Resource Management, IIT Kharagpur, Prof. Aradhna Malik https://swayam.gov.in/nd1_noc20_mg15/preview

Course Outcome (COs)

At the end of the course, the student will be able to	Bloom's Level
1. Explain Human Resource Management and various factors involved Human Resource planning.	**[L2]**
2. Describe the steps in recruitment and selection process.	**[L2]**
3. Describe purpose of training and development. Discuss the different training and development methods.	**[L3]**
4. Describe Performance Appraisal, and explain the different methods of appraisal.	**[L2]**
5. Discuss Dispute acts and Industrial relations. Illustrate the case studies on HRM components.	**[L3]**

Program Outcome of this course (POs)	PO No.
1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.	**[PO1]**
2. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.	**[PO10]**
3. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	**[PO12]**

Course delivery methods	Assessment methods
1. Black board teaching	1. Internal Assessment Tests
2. PPT	2. Assignments
	3. Quiz

Scheme of Continuous Internal Evaluation (CIE):

Components	Addition of two IA tests	Addition of two assignments	Course Activity	Total Marks
Maximum Marks: 50	30+30	10+10	20	100
Writing two IA tests is compulsory. CIE will be reduced to 50 marks for the calculation of SGPA and CGPA. Minimum marks required in CIE to qualify for SEE: 20 out of 50				

Self-Study topics shall be evaluated during CIE (Assignments and IA tests) and 10% weightage shall be given in SEE question paper.

Scheme of Semester End Examination (SEE):

1. It will be conducted for 100 marks of 3 hours duration. It will be reduced to 50 marks for the calculation of SGPA and CGPA.
2. **Minimum marks required in SEE to pass: 40 out of 100**
3. Question paper contains 10 questions, 2 from each unit. Students have to answer FIVE full questions choosing one from each unit.

Marks split-up

Unit No.	Marks
1	20
2	20
3	20
4	20
5	20