

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.2 DSC

Name of the Course: Human Resource Management

Course Credits	No. of Hours per week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs

Pedagogy: Classroom lecture, Tutorials, Group discussion, Seminar, Case studies, Fieldwork etc.,

Course Outcomes: On successful completion of the course, the students will be able to

- Describe the role and responsibility of Human resources manager.
- Describe HRP, Recruitment, Selection and retention process.
- Describe induction, training, and compensation aspects.
- Explain performance appraisal and its process.
- Demonstrate Employee Engagement.

Syllabus

Module No. 1: Introduction to Human Resource Management (10 Hrs)

Meaning and Definition of HRM – Features, Objectives, Importance, Functions and Challenges of HRM. Role and Responsibilities of HR Manager. Recent trends in HR. Meaning and Role of HR Analytics.

Module No. 2: Manpower Planning (14 Hrs)

Meaning and Importance of Manpower Planning. Meaning and need of Succession planning. Meaning, need and features of Job analysis, Job description, Job specification, Job enlargement, Job rotation and Job enrichment. Meaning, importance and sources of Recruitment. Meaning and benefits of E-recruitment. Meaning of recruitment matrix. Meaning and Definitions of Selection and Selection Process. Steps of Selection Process. Essentials of Effective Selection. Hurdles to Effective Selection. Meaning and Features of Placement and Gamification.

Module No. 3: Induction, Training and Compensation (12 Hrs)

Meaning, Need, Features and Process of Induction. Problems faced during induction. Essentials of successful induction. Meaning of induction manual and checklist. Meaning, need, features, objectives and significance of training. Differences between training and induction. Steps in training. Methods of Training. A brief discussion of Kirkpatrick Model. Meaning and significance of Career Development. Meaning, need and types of Compensation. Differences between compensation and remuneration. Meaning and components of CTC. Motivation - Meaning, Importance, Theories of Motivation.

Module No. 4: Performance Appraisal (12 Hrs)

Meaning, Definitions, Objectives and Methods of Performance Appraisal. Benefits and Limitations of Performance Appraisal. Meaning, Definitions, Purposes and Basis of Promotion. Meaning of Open Promotion, Closed Promotion and Dry Promotion Systems. Meaning and need for Transfer. Differences between Promotion and Transfer. Reasons for transfer. Types of transfer. Meaning and need of rightsizing and downsizing of the workforce. Meaning and Definitions of Attrition. Reasons for attrition. Types of attrition. Measures to overcome high rate of attrition.

Module No. 5: Employee Engagement (08 Hrs)

Meaning and Types of Employee Engagement. Drivers of Employee Engagement. Benefits and Challenges of Employee Engagement. Models of Employee Engagement – A brief discussion of Deloitte Model and Zinger Model.

Skill Developments Activities:

- Meet the HR Manager of any company and state his/her role and responsibilities.
- Choose any MNC and present your observations on training program
- Develop a format for performance appraisal of an employee.
- List out key features of any two Employee Engagement models.
- Analysis of components of pay structure based on the CTC sent by the Corporate to the candidate for the various jobs of different sectors.
- Any other activities, which are relevant to the course.

Reference Books:

- H .R.Appannaiah , PN Reddy , K Aparna Rao
- HRM, P Subba Rao
- HRM, Shashi K Gupta
- HRM, C B Mamoria , S.V. Gankar
- Managing Human Resources, Wayne F. Cascio
- Managing Human Resources, Bohlander, Snell, Sherman

Note: Latest edition of textbooks and reference Books may be used