

Human Resource Management

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
Human Resource Management	4	3	1	0	Pass in Class XII	NIL

Learning Objectives

The course aims to acquaint the students with the importance, techniques, and principles of human resources in the workplace.

Learning outcomes

After completion of the course, learners will be able to:

1. Explicate the importance of human resource management.
2. Analyze the concept and sources of the recruitment and selection process.
3. Design performance appraisal techniques.
4. Devise effective compensation schemes that enhance employee satisfaction and promote Retention.
5. Cater to the dynamics of the business environment.

Course Contents:

Unit 1: Introduction to Human Resource Management and Acquiring Human Resources (18 hours)

Basic concepts and significance of HRM, Role and Functions of an HR manager. Emerging issues in human resource management: Workplace diversity, employee empowerment, downsizing, VRS, work-life balance, and work from home. Job analysis, concept and sources of recruitment, selection, placement, induction and socialization.

Unit 2: Training and Development (9 hours)

Concept and importance; Role-specific and competency-based training; Training methods - Apprenticeship, understudy, job rotation, vestibule training, Development methods – case study, role-playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing.

Unit 3: Compensation and Maintenance (9 hours)

Compensation- concept administration and methods - time and piece wage system; Fringe benefits; Employee stock option, pay band compensation system; Maintenance- concept and rationale of employee health, safety, welfare and social security (excluding legal provisions); Grievance handling procedure.

Unit 4: Performance Appraisal (9 hours)

Performance appraisal system - nature and objectives; methods of performance appraisal - ranking, graphic rating scale, checklist, management by objectives, 360-degree appraisal; HRIS (Human Resources Information System) - concept, functioning and application of computerized HRIS.

Exercises:

The learners are required to:

1. Design a human resource plan.
2. Conduct orientation cum induction programme.
3. Hold mock counselling sessions.
4. Design team building activities.
5. Devise incentive plans for a diverse workforce.

Suggested Readings

- Aswathappa, K., & Dash, S (2021). Human Resource Management-Text and cases, Ninth Edition, Tata McGraw-Hill.
- Chhabra, T. N., & Chhabra M. (2020). Essentials of Human Resource Management, Sun India Publications.
- Decenzo, D.A., & Robbins, S. P. (2009). Fundamental of Human Resource Management. New Jersey; Wiley.
- Dessler G, & Varrkey B. (2020). Human Resource Management, Sixteenth Edition By Pearson Paperback.
- Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.
- Prasad, L. M. (2018). Human Resource Management, Delhi: Sultan Chand & Sons
- Rao, V. S. P. (2020). Human Resource Management. Delhi: Second edition, Taxmann.

Note: Readings will be updated by the Department of Commerce and uploaded on Department's website.