

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

[Note: This GE paper was earlier in Level 200 and has now been repositioned to Level 300]

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/Practice		
GE Understanding Human Resources	4	3	1	0	Class XII Passed	Nil

Learning Objectives

The Learning Objectives of this course are as follows:

- To enable students to understand the HR Management and system in various industries or organisations.
- To help students focus on and analyse the issues and strategies required to select and develop manpower resources.
- To develop relevant skills necessary for application in HR related issues.

Learning outcomes

The Learning Outcomes of this course are as follows:

- The students will be able to develop the understanding of the concept of human resource management and to understand its relevance in organisations.
- It will enable students to effectively manage and plan key human resource functions within organisations.
- The student will be able to integrate the knowledge of HR concepts to take correct business decisions.

Syllabus GE

UNIT –I Acquisition of Human Resources (15 hours)

Human Resource Planning: Job Analysis (any one technique); Recruitment: Sources, Resume Preparation; Selection: Process; Interview, Testing.

UNIT – II Development of Human Resources (9 hours)

Training: Process, Training Need Analysis, Training methods.

UNIT III Rewarding Human Resources **(9 hours)**
Performance Appraisal: Process, Methods.

UNIT IV HRM and IHRM **(12 hours)**
Introduction to Human Resource Management (HRM): HRM and HRD; International Human Resource Management (IHRM): Policies and Practices (Global Talent Management, Expatriate Training, Performance Management).

Suggestive list of Tutorials **(15 hours)**

- Mock Recruitment Process
- Training Needs Analysis (TNA)
- Performance Appraisal Role Play
- Case Study

Essential/recommended readings

Aswathappa, K. (2017). *Human Resource Management: Text and Cases* (8th ed.) McGraw Hill Education.

Briscoe, D. R., Schuler, R. S. & Claus, L. (2009). *International Human Resource Management: Policies and practices for multinational enterprises* (3rd Ed). New York: Routledge.

Chadha, N.K. (2005). Human Resource Management-Issues, case studies and experiential exercises.3rd edition. New Delhi: Sai Printographers.

DeCenzo, D. A. & Robbins, S.P. (2021). *Fundamentals of Human Resource Management*. (14th Ed). NY: Wiley.

Harzing, A. W. (2011). *International Human Resource Management*. Sage.

Suggestive readings

Deb, T. (2006). *Strategic Approach to Human Resource Management: Concept, Tools & Application*. Atlantic Publishers.

Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.