

DISCIPLINE SPECIFIC ELECTIVE
DSE HH 3E1: Human Resource Management

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

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	2	0	2	XII Pass	Pass in DSC HH 205 Fundamentals of Resource Management

Learning Objectives

1. To familiarise the students with the importance of human resources and their effective management in organisations.
2. To comprehend functions of human resource management.
3. To sensitize students towards the emerging trends and modern practices in the field of human resource management to meet the changing needs of business environment.

Learning Outcomes

The students would be able to:

1. Develop an understanding about the discipline of human resource management.
2. Acquire knowledge about the functions of human resource management.
3. Gain insight into emerging trends and modern practices in the field of human resource management.

SYLLABUS OF HH 3E1

THEORY
(Credits 2; Hours 30)

UNIT I: Human Resources Management

6

Hours

The focus of this unit would be on developing the fundamental concepts of human resource management and its applicability in changing business environment.

Subtopics:

- Concept, functions, roles, skills and competencies
- Changing environment of HRM- Globalization, corporate downsizing, cultural environment, work force diversity, changing skill requirement, technological changes.

- HRM support for improvement programs -re engineering processes, contingent workforce, decentralized work sites.

UNIT II: Functions of HRM

10 Hours

This unit attempts to acquaint the students in understanding the functions of human resource management.

Subtopics:

- Manpower planning
- Job Analysis – job description and job specification
- Recruitment and selection
- Placement and Induction
- Performance appraisal and development
- Compensation and Benefits
- Training and Development
- Motivation

UNIT III: Human Resources Audit

8 Hours

This unit will help students to gain insights about the components of HR system used in an organization for auditing purposes to check its effectiveness.

Subtopics:

- Concept, significance, components and process
- HRM as a strategic partner
- Work life balance.

UNIT IV: Industrial Relations

6 Hours

This unit will help students to understand the role of HR in industrial relationship management.

Subtopics:

- Introduction to Industrial Relations and Industrial disputes
- Employee grievances and Discipline
- Collective bargaining

PRACTICAL (Credits 2; Hours 60)

- Analysis of human resource management environment and HR audit in an organization through case-studies.
- Simulations/Presentations:
 - Human Resource Planning
 - Job Analysis: job description and job specification and Design (levels)
 - Recruitment, selection, and placement Strategies
 - Interview techniques and skills (mock interview)
 - Performance appraisal and management (methods)
- Developing Matrix for skill and talent acquisition

Essential readings

1. Aswathappa K. (2021). Human Resource Management Text and Cases (9th Ed.) McGraw Hill Education India.

2. Dessler G. (2020). Human Resource Management, Prentice Hall of India Pvt. Ltd, New Delhi.
3. Decenzo, D. A., & Robbins, S. P. (2011). Fundamentals of Human Resource Management. India: Wiley.
4. Rao, V.S.P. (2010). Human Resource Management, 3rd Edition, Excel Books.

Suggested readings

1. Noe, R.A., Hollenbeck, Gerhart and Wright (2012). Fundamentals of Human Resource Management, 3rd Edition, McGrawHill Education Ltd.
2. Ivancevich, J.M.(2010). Human Resource Management, 10th Edition, Tata McGraw Hill Education Pvt. Ltd.
3. Vance, C.M. and Paik, Y. (2009). Managing a Global Workforce: Challenges and Opportunities in International Human Resource Management, PHI Learning.
4. Subbaroo, R. (2007). Personnel and HRM – Text and Cases, Himalaya Publishing House, New Delhi.

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