

Subject Code: 1MS3010401	Subject Title: Human Resource Management
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1. Course Overview.

The business is growing rapidly and so is the need to manage business. The business is managed by people so the importance of people management is growing day by day. This course attempts to teach students the basics of Human Resource Management that will help them to manage the workforce in rapidly changing environment. The course deals with the theoretical framework of the Human resource Management, essentials required before procuring the workforce, the process of selecting and keeping the workforce and some contemporary issues of the subject.

2. Course Objectives

- To impart the fundamentals of Human Resource Management to the students.
- To introduce HRM as an integral managerial function while focusing on pre procurement, procurement and development of human resources.

3. Teaching Scheme (Hours per week)

Lecture (Hrs.)	Tutorial	Practical	Credit			Total
				University Total Assessment	Continuous Assessment	
4	0	0	4	60	40	100

4. Syllabus:

Module No.	Contents	Total Hours	Weight
1	Nature and Scope of Human Resource Management: Meaning, Definition and Scope of HRM, The Semantics – Human Resource Management Vs Personnel Management, Evolution of HRM, Function and Objectives of HRM, The Changing Environment of HRM, The Role of HR Manager, Qualities and Competencies of HR Manager, Organization of HR Department.	10	20

2	Pre Procurement: Human Resource Planning: Meaning and Definition, Importance of HRP, Factors Affecting HRP, The Planning Process, Human Resource Management System. Job Analysis and Design: Meaning and Definition Job Analysis, Job Description, Job Specification, The Process of Job Analysis, Methods of collecting Job Data. Job Design, Factors Affecting Job Design, Job Design Approaches.	10	20
3	Procurement and Training: Recruitment: Meaning, Process, Sources of Recruitment. Selection: Meaning, Process Orientation: Meaning, types of orientation programs – formal and informal, individual and collective, serial and disjunctive, investiture and divestiture. Training and Development: Nature of Training and development, inputs in training and development, The Training Process, Methods and techniques of training.	12	25
4	Evaluating and Rewarding Employees: Performance Appraisal: Meaning, Objectives and Process of Performance Appraisal. Methods of Appraisal. Job Evaluation: Meaning, Process and Methods. Difference between Performance appraisal and job evaluation. Promotion, Transfer and Separation : Promotion: Definition, Types – vertical, horizontal, dry; Principles of promotion including bases of promotion – Seniority, Merit or both. Transfer: Definition, Types- Production, Replacement, Versatility, Shift, Remedial. Separation: Definition, Types – Layoff, retrenchment, dismissal, resignation, V.R.S.	12	25
5	Contemporary Issues in HRM, HR Scorecard, E-HRM, Outsourcing, HR and Technology.	4	10

5. Suggested Readings

Text Book

Author /s	Publication	Title
K Aswathappa	Tata McGraw-Hill Publishing Company Limited	Human Resource and Personnel Management Text and Cases. Fourth Edition.

Reference Books

Author /s	Publication	Title
Gary Dessler	Pearson Education	Human Resource Management. Tenth Edition.
C. B. Mamoria	Himalaya Publishing House, New Delhi.	Personnel Management
Pravin Durai,	Pearson Publication, Delhi.	Human Resource Management

6. Evaluation Scheme

Sr. No.	Component	Weight
1	University Examination * For the written examination, the open book examination may be opted by the paper setter appropriately	60%
2	Internal Assessment -Depending on the need and objectives of the subject, internal assessment should include minimum three of the following sub-components; <i>Class Test, Quiz, Assignments, Case Presentation, Class Participation, Projects, Team/Individual Assignments.</i> -The weightage of a sub-component should not exceed 50% of internal assessment component weight. -The bifurcation of sub-components shall be communicated by the instructor before commencement of the academic sessions.	40%