

|                              |                                                        |
|------------------------------|--------------------------------------------------------|
| <b>Branch Name:</b>          | Management                                             |
| <b>Program Code:</b>         | MS301                                                  |
| <b>Course Name:</b>          | Human Resource Management                              |
| <b>Course Code:</b>          | 2MS3010401T                                            |
| <b>Pre-requisite Course:</b> | Commerce & Trade, Forms of Business organization, IOB, |

**Course Objectives:**

1. This course attempts to teach students the basics of Human Resource Management that will help them to manage the workforce in rapidly changing environment.
2. The course focuses on introducing HRM as an integral managerial function while focusing on pre procurement, procurement and development of human resources.
3. This course also ensures that students know and understand Human Resource policies and practices of Organizations.

**Teaching and Examination Scheme:**

| Teaching Scheme<br>(Hours per week) |                 |                  |        | Evaluation Scheme (Marks) |                          |                          |                          |                |
|-------------------------------------|-----------------|------------------|--------|---------------------------|--------------------------|--------------------------|--------------------------|----------------|
| Lecture<br>(L)                      | Tutorial<br>(T) | Practical<br>(P) | Credit | Theory (Marks)            |                          | Practical (Marks)        |                          | Total<br>Marks |
|                                     |                 |                  |        | University<br>Assessment  | Continuous<br>Assessment | University<br>Assessment | Continuous<br>Assessment |                |
| 4                                   | -               | -                | 4      | 60                        | 40                       | -                        | -                        | 100            |

**Subject Contents:**

| Sr No. | Topic                                                                                                                                                                                                                                                                                                                                                                                                                          | Total<br>Hours | Weightages<br>(%) |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|
| 1      | <b>Nature and Scope of Human Resource Management:</b><br>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      | <b>Pre Procurement:</b><br><b>Human Resource Planning:</b> Meaning and Definition, Importance of HRP, Factors Affecting HRP, The Planning Process, Human Resource Management System.<br><b>Job Analysis and Design:</b> 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 | <b>Procurement and Training:</b><br><b>Recruitment:</b> Meaning, Process, Sources of Recruitment.<br><b>Selection:</b> Meaning, Process<br><b>Orientation:</b> Meaning, types of orientation programs – Formal and informal, individual and collective, serial and disjunctive, investiture and divestiture.<br><b>Training and Development:</b> Nature of Training and development, inputs in training and development, The Training Process, Methods and techniques of training.                                                                                                                                                                                         | 12 | 25 |
| 4 | <b>Evaluating and Rewarding Employees:</b><br><b>Performance Appraisal:</b><br>Meaning, Objectives and Process of Performance Appraisal<br>Methods of Appraisal, Job Evaluation: Meaning, Process and Methods. Difference between Performance appraisal and job evaluation.<br><b>Promotion, Transfer and Separation :</b><br><b>Promotion:</b> Definition, Types –vertical, horizontal, dry;<br>Principles of promotion including bases of promotion –Seniority, Merit or both.<br><b>Transfer:</b> Definition, Types-Production, Replacement, Versatility, Shift, Remedial.<br><b>Separation:</b> 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 |

#### Text Books:

| Sr. No. | Books                                                                                                                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------|
| 1       | K Aswathappa, Tata McGraw-Hill Publishing Company Limited “Human Resource and Personnel Management Text and Cases. Fourth Edition. |

#### Reference Books:

| Sr. No. | Books                                                                      |
|---------|----------------------------------------------------------------------------|
| 1       | Gary Dessler, Pearson Education, Human Resource Management. Tenth Edition. |
| 2       | Pravin Durai, Pearson Publication, Delhi. Human Resource Management        |
| 3       | C. B. Mamoria, Himalaya Publishing House, New Delhi. Personnel Management  |

#### List of Open Source Software/learning website:

1. <https://www.shrm.org>
2. <http://www.hr.com>
3. <http://hrsites.com>
4. <http://www.hrvillage.com>

#### LAB/Practical

1. Students should be taken to Industrial Visit to understand management process
2. Expert talk from Managers can be arranged for students to understand Manager's role

**Course Learning Outcomes (CLO): On completion of this course, the students will be able to:**

| <b>CLO</b> | <b>Description</b>                                                                                                           | <b>Bloom's Taxonomy Level</b> |
|------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| CLO1       | To understand the basic evolution and difference between Human Resource Management Vs Personnel Management                   | L1,L2,L4                      |
| CLO2       | To understand and evaluate the basic role and challenges faced by HR Managers'                                               | L2,L5                         |
| CLO3       | To differentiate between the pre procurement, procurement and development of human resources processes.                      | L2,L4                         |
| CLO4       | To understand the pre procurement concepts of Human resource Planning, Job analysis,                                         | L2,L4                         |
| CLO5       | To understand the procurement concepts of Recruitment and Selection, orientation                                             | L2,L4                         |
| CLO6       | To understand the development concepts of Human resource management as training and development                              | L2,L4                         |
| CLO7       | To understand how to evaluate and perform management and reward employees with promotion, transfer and separation decisions. | L2,L5                         |
| CLO8       | To understand the Contemporary Issues in HRM, HR Scorecard, E-HRM, Outsourcing, HR and Technology                            | L2,L4                         |

#### **Mapping of CLOs with Pos & PSOs**

| <b>Course</b>            | <b>Program Outcomes (POs)</b> |            |            |            |            |            |            |            | <b>Program Specific Outcomes (PSOs)</b> |             |
|--------------------------|-------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------------------------------------|-------------|
| <b>Learning Outcomes</b> | <b>PO1</b>                    | <b>PO2</b> | <b>PO3</b> | <b>PO4</b> | <b>PO5</b> | <b>PO6</b> | <b>PO7</b> | <b>PO8</b> | <b>PSO1</b>                             | <b>PSO2</b> |
| CLO1                     | H                             | M          |            | L          | L          |            | M          | M          | L                                       |             |
| CLO2                     | H                             | H          | H          | H          | L          | M          | H          | H          | H                                       |             |
| CLO3                     | H                             | M          | M          | L          |            |            | M          |            | M                                       |             |
| CLO4                     | H                             | M          | M          | M          |            | L          |            | M          |                                         |             |
| CLO5                     | M                             | M          |            | H          |            |            | M          | M          |                                         |             |
| CLO6                     | H                             | M          | M          | H          |            | M          | M          | H          |                                         |             |
| CLO7                     | H                             | M          | M          |            |            |            | M          | H          |                                         |             |
| CLO8                     | H                             | H          | H          | H          |            | M          | H          | H          |                                         |             |

**H: High, M: Medium, L: Low**