

## II SEMESTER HUMAN RESOURCE MANAGEMENT

Semester	II	CIE Marks	: 40
Course Code	18MBA21	SEE Marks	: 60
Teaching Hours / week (L:T:P)	4-0-0	Exam Hours	: 03
Credits : 04			

### COURSE OBJECTIVES:

- To understand the HRM concepts and theory.
- To obtain an overview of various HRM functions and practices.
- To gain an insight into the basic statutory provisions.

### Unit 1:

**Human Resource Management:** Introduction, meaning, nature, scope of HRM - Importance and Evolution of the concept of HRM - Major functions of HRM - Principles of HRM.

Case Study on "Enterprise Builds on People", Human Resource Management, Angelo S Denis / Ricky W Griffin / Anita Sarkar, Cengage Learning, Page 22-23.

### Unit 2:

**Job Analysis:** Meaning, process of Job Analysis, methods of collecting job analysis data, Job Description and Job Specification, Role Analysis.

**Human Resource Planning:** Objectives, Importance and process of Human Resource Planning, Effective HRP.

### Unit 3:

**Recruitment:** Definition, Constraints and Challenges, Sources and Methods of Recruitment, Recent trends and Approaches to recruitment.

**Selection:** Definition and Process of Selection.

**Placement:** Meaning, Induction/Orientation, Internal Mobility, Transfer, Promotion, Demotion and Employee Separation.

Case Study on "Jayram's Dilemma", Human Resource Management, Angelo S Denis / Ricky W Griffin / Anita Sarkar, Cengage Learning, Page 123.

### Unit 4:

**Training and development:** Training v/s development, Systematic Approach to Training, Training Methods; one the job and off the job.

Case Study on "Training Program at ABC Cement", Human Resource Management, Angelo S Denis / Ricky W Griffin / Anita Sarkar, Cengage Learning, Page 140.

### Unit 5:

**Performance Appraisal :** Concept of Performance Appraisal, the Performance Appraisal Process, Methods of Performance Appraisal.

**Employee Turnover & Employee Retention:** Meaning, Strategies to manage employee turnover, Employee retention strategies.

**Compensation:** Meaning of Job Evaluation, Objectives of Compensation Planning, components of compensation, Compensation Pay Structure in India.

### Unit 6:

**Employee Welfare:** Introduction, Types of Welfare Facilities and Statutory Provisions in India.

**Employee Grievances:** Employee Grievance procedure, Grievances Management in Indian Industry.

**Discipline:** Meaning, approaches to discipline, essential of a good disciplinary system, managing difficult employees.

### PRACTICAL COMPONENTS:

- Give a case and ask the students to prepare the recruitment advertisement for a newspaper.
- Expose students to standard selection tests followed in various sectors.
- Exploring training and development practices.
- Exploring performance appraisal practices in various sectors.
- Exploring employee separation practices.
- Give a job analysis case and ask the students to prepare job description and job specification.
- Ask the students to prepare an appointment letter for the post of office manager of a company known to you.

### COURSE OUTCOME:

1. Understanding of HRM functions, principles, Job analysis that facilitates students to design a job description and job specification for various levels of employees.
2. Synthesize knowledge on effectiveness of recruitment process, sources & understanding of systematic selection procedure.
3. Identify the various training methods and design a training program.
4. Understand the concept of performance appraisal process in an organization.
5. List out the regulations governing employee benefit practices.

### RECOMMENDED BOOKS:

- Human Resources Management: A South Asian Perspective, Denski/Griffin/Sarkar- Cengage Learning, 2012.
- Human Resource Management – Rao V.S.P, Excel BOOKS, 2010.

- Human Resource Management – Dr. T.P RenukaMurthy HPH.

#### REFERENCE BOOKS:

- Human Resource Management - John M. Ivancevich, 10/e, McGraw Hill.
- Human Resource Management in practice - Srinivas R. Kandula, PHI, 2009
- Managing Human Resources - Luis R Gomez-Mejia, David B. Balkin, Robert L. Cardy, 6/e, PHI, 2010.

#### CO-PO MAPPING

CO	PO				
	PO1	PO2	PO3	PO4	PO5
CO1		X			
CO2		X			
CO3					X
CO4	X				
CO5			X	X	

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