Business Administration-I
Human Resource Function
[Discipline Specific Course]

Semester: III	*Credits: 4	Subject Code: 32108	Lectures: 48

Course Outcomes:

At the end of this course, the learner will be able to:

- Describe the concepts, functions and practices of Human Resource Management
- Identify and apply the knowledge of Human Resource Management while applying for jobs and appearing for interviews
- Appraise the role of trends in Human Resource Management Ability to identify and analyse the challenges of Human Resource Management.

Unit 1: Human Resource and Human Resource Planning	14

- Human Resource Function
  - Meaning
  - Nature
  - Functions
  - Distinction between Human Resource Management (HRM) and Human Resource Development (HRD)
  - Introduction to International Human Resource Management (IHRM): Process and Repatriation: Concept
  - Evaluating HRM Effectiveness
  - Challenges before HRM: Managing Inclusivity and Managing Ethical Issues in HRM
- Human Resource Planning:
  - Meaning, Need
  - Factors affecting Human Resource Planning
  - Process of Human Resource Planning
- Recruitment
  - Meaning
  - Methods / Sources
- Selection of Employees
  - Procedure
  - Types of Interviews
  - Challenges in Interviews
- Trends in Recruitment and Selection

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Unit 2: Training, Appraisal and Development	12

- Training and Development
  - Meaning
  - Objectives
  - The Skills-Gap Analysis: Meaning and Importance
  - Data Literacy: Concept and Need
  - Methods of Training and Development of Employees Upskilling: Methods of Upskilling
  - Management Development Methods
  - Career Planning: Career Counselling
- Performance Appraisal:
  - Meaning
  - Objectives
  - Methods: Traditional and Modern: 720 Degree Appraisal
  - Limitations
- A Case Study

Unit 3: Employee Remuneration and Morale	10

- Employee Remuneration
  - Factors Determining Level of Remuneration
  - Methods of Employee Remuneration
  - Changing Scenario in Remuneration
  - Components of Salary/ Salary Slip
  - Compensation Management: Concept
- Employee Morale:
  - Meaning
  - Importance
  - Practices in Participative Management: Preparation for Participative Management
- Employee Morale and Retention: Strategies and Challenges

Unit 4: Trends in Human Resource Management	12

- Personal Branding
  - Concept
- E- Human Resource Management(E-HRM):
  - Elements
  - Digital HR: Concept and Importance
  - Work from Home: Remote Working, Benefits, Challenges, Reinforcing the Employer and Employee Relationships Virtually
- Artificial Intelligence (AI) in HRM:
  - Application of AI in HRM: Recruitment and Onboarding, Real-time data access, AI-Backed Chatbots in Engagement Conversation,

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Internal Mobility and Employee Retention, Automation of Administrative Tasks
- o Challenges of AI on HRM
- o Impact of AI on the Job Market
- Changing Role of Women in the Workforce
- Talent Management Initiatives:
  - o Succession Planning
  - o Job Design v/s Job Crafting
- Transition from designing for efficiency to designing for resilience

#12 contact hours for Assignments, Visits, Research, Field Studies, etc.
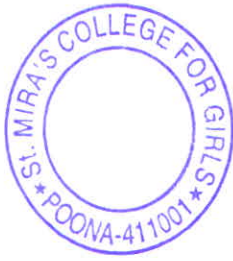***01 credit to be evaluated as a Skill-based Component**

Recommended Basic Reading:

- Memoria C.B. and Rao V.S.P. *Personnel Management: Text & Cases.* Himalaya Publishing House: Mumbai; 2012.

Recommended Reference Books:

- Aswathappa K. *Human Resource Management.* McGraw Hill Education (India) Pvt. Ltd.: Chennai; 2019.
- Aswathappa K. and Dash Sadhna. *International Human Resource Management.* McGraw Hill Education (India) Pvt. Ltd.: Chennai; 2020.
- Dessler Gary and Varkkey Biju. *Human Resource Management.* Pearson India Education Services Ltd: Noida; 2018.
- Rao Subba P. *Personnel Management and Human Resource Management.* Himalaya Publishing House: Mumbai; 2014.
- Armstrong Michael. *Armstrong's Handbook of Human Resource Management.* Kogan Page Ltd.: New Delhi; 2012.

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Business Administration-I
Organisational Behaviour
[Discipline Specific Course]

Semester: IV	*Credits: 4	Subject Code: 42108	Lectures: 48

Course Outcomes:

At the end of this course, the learner will be able to:
- Describe the concepts, significance and models of Organisational Behaviour
- Appraise the role of trends in Organisational Behaviour
- Relate to the factors and process of Perception, decision making process with the one's own Perceptual process
- Identify and relate to the knowledge of Personality and Values in developing and presenting the effective Personality Traits
- Apply the knowledge obtained while working in Teams

Unit 1: Organisational Behaviour	12

- Organisational Behaviour
    - Definitions, Nature and Importance
- Models of Organisational Behaviour
- Trends in Organisational Behaviour:
    - Psychological Capital Development: Happiness Well-Being, Emotional Intelligence, Emotional and Mental Wellbeing Programs
    - Spirituality and Organisational Culture
    - Embracing Cultural Diversity: Perennials: moving beyond generations, Ethical Dimensions of Culture, Effective Diversity Programmes

Unit 2: Perception	10

- Perceptual Process
    - Characteristics of Perception
    - Perceptual Selectivity: Factors affecting Perceptual Selectivity
    - Perceptual Organisation: Principles of Perceptual Organisation
- Social Perception:
    - Factors affecting Social Perception
    - Impression Management
- Perception and Decision Making:
    - Common Biases and Errors in Decision Making
    - Influences on Decision making

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Unit 3: Personality and Attitudes	14

- Personality
    - Meaning
    - Determinants of Personality
    - Personality Structure: Big Five Model of Personality, Myers-Briggs Type Indicator, The Dark Triad, Other Personality Traits, Personality Inventory Assessment
    - Linking Individual's Personality and Values to the Workplace: Person-Job Fit, Person-Organisation Fit
    - Global Implication of Personality and Values
- Attitudes:
    - Work related Attitudes: Job Satisfaction: Determinants and Consequences, Perceived Organisational Support, Organisational Commitment: Types, Employee Engagement

Unit 4: Group Behaviour and Team Development	12

- Groups
    - Meaning
    - Why do people join groups?
- Group Dynamics:
    - Meaning
    - Formal Organisation and Informal Groups and their Interaction
- Teams:
    - Meaning and Importance
    - Differences between Groups and Teams
    - Formation of Teams
    - Team Processes
    - Types of Teams
    - Team Work
    - Turning Individuals into Team Players
    - Building Agile Teams

#12 contact hours for Assignments, Visits, Research, Field Studies, etc.
*01 credit to be evaluated as a Skill-based Component
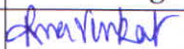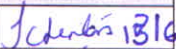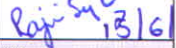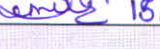
Recommended Basic Reading:

- Robbins Stephen P., Judge Thimothy A. and Vohra Neharika. *Organisational Behaviour*. Pearson India Education Services Ltd: Noida; 2019.
- Aswathappa K. *Organisational Behaviour*. Himalaya Publishing House: Mumbai; 2020.

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Recommended Reference Books:

- Luthans Fred. *Organizational Behaviour: An Evidence based Approach.* McGraw-Hill Edu. (India) Pvt. Ltd.: New Delhi; 2013.
- Sinha J.B.P. *Culture and Organization Behaviour.* New Delhi: Sage Texts; 2008.

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Faculty	Ms. Rajni Singh		Raju Sin 13/6/21
Faculty	Ms. Shanthi Fernandes	Shanthi 13/6/21	
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Subject Expert (Outside SPPU)	Prof. Sumita Joshi	Sumita 13/6/21	
VC Nominee	Dr. Shubhangi Joshi		Joshi 13/6/21
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