

Business Administration - I
Human Resource Function

Semester III

Subject Code: C31608

Lectures: 60

Objectives:

- To help students gain knowledge and practical exposition of important areas/ practices dealing with people and their problems in the work environment
- To help students identify areas of HRM that they would like to subsequently take up for intensive study and application
- To lay a strong foundation for pursuing goals of becoming HR strategists and catalyst of change in organisations

Unit 1: Human Resource and Human Resource Planning

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- Human Resource Function:
 - Meaning, Nature , Scope and Functions
 - Distinction between Human Resource Management and Personnel Management
 - Distinction between Human Resource Management and Human Resource Development
 - Introduction to International HRM
 - Evaluating HRM Effectiveness
 - Challenges before HRM :
 - Developing Cross Cultural Sensitivity
 - Technology and HRM
 - Managing Ethical Issues in HRM
- Human Resource Planning:
 - Meaning, Need and Process
 - Factors effecting HR Planning
 - Process of HR Planning
- Recruitment:
 - Meaning
 - Methods / Sources
- Factors affecting Recruitment
- Selection of Employees:
 - Procedure
 - Types of Interviews
- Trends in Recruitment and Selection

Unit 2: Training, Appraisal and Development

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- Training and Development:
 - Meaning
 - Objectives



- Methods of Training and Development of Employees
- Training Process and Evaluation
- Management Development Methods
- Career Planning:
 - Career Counselling
- Performance Appraisal:
 - Meaning
 - Objectives
 - Methods: Traditional and Modern
 - Limitations
- A Case Study

Unit 3: Employee Remuneration and Morale

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- Employee Remuneration:
 - Factors Determining Level of Remuneration
 - Methods of Employee Remuneration
 - Changing Scenario in Remuneration
 - Components of Salary/ Salary Slip
- Employee Morale:
 - Meaning
 - Importance
 - Ways / Means of Improving Employee Morale
 - Grievance Redressal Mechanism
 - Practices in Participative Management
 - Employee Morale and Retention: Strategies and Challenges

Unit 4: Trends in HRM

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- Employee Counselling:
 - Definition
 - Importance
- Succession Planning
- Bench Marking:
 - Concept
 - Process
- Personal Branding
- HR Audit
- E-HRM
- Changing Role of Women in the Workforce
- Trends in Talent Management
- Human Resource Accounting



Case Studies	12
Assignments	
Role Plays	
Library Hours	

Reference Books:

- ✈ 1. Mamoria C.B. and Gankar S.V. (2004). "Personnel Management – Text & Cases" 24th Ed, Mumbai, Himalaya Publishing House.
2. Dr. Ghanekar Anjali. (2008). "Human Resource Management – Managing Personnel - the HRB Way" 12th Ed, Everest Publishing House, Pune.
3. Aswathappa K. (1997). "Human Resource and Personnel Management" 1st Ed, New Delhi, Tata McGraw - Hill Publishing Company Limited.
4. Mathur B.L. (2002). "Human Resource Management" 1st Ed, New Delhi, Mohit Publications.
5. Kulkarni M.V. (2000). "Human Resource Management and Industrial Relations" 1st Millenium Ed, Pune, Everest Publishing House.
6. Kossek Ellen Ernst, Lobel Sharon A. (2001). "Human Resource Management- (Transforming the Workplace)" New Delhi, Infinity Publishing.

**Business Administration I
Organisational Behavior**

Semester IV

Subject Code: C41608

Lectures: 60

Objectives:

- To help students gain a basic understanding of behaviour in work organisations from a psychological and sociological view
- To help apply the knowledge so gained to understand and interpret people-organization relationships
- To help them understand the importance of Organisational Behaviour in impacting the overall management of an organization

Unit 1: Organisational Behaviour

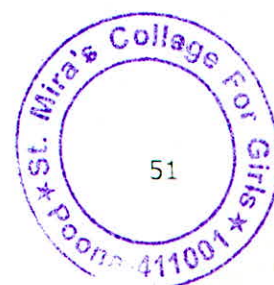
12

- Organisational Behaviour:
 - Definitions, Nature , Scope and Importance
- Disciplines contributing to Organizational Behaviour
- Models of Organisational Behaviour
- Trends in Organisational Behaviour:
 - Psychological Capital Development
 - Happiness Well-Being
 - Emotional Intelligence
 - Spirituality and Organisational Culture

Unit 2: Perception & Learning

12

- 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
 - Individual Decision Making
- Learning:
 - Concept and Principles
 - Application of Learning in Organisational Behaviour:
 - Behavioural Management



Unit 3: Personality & Attitudes

12

- **Personality:**
 - Meaning
 - Determinants of Personality
 - **Personality Structure:**
 - Big Five Model of Personality
 - Myers-Briggs Type Indicator
 - Other Personality Traits
 - **Global Implication of Personality and Values**
- **Attitudes:**
 - **Work related Attitudes:**
 - Job Satisfaction: Model- Determinants and Consequences
 - Organisational Commitment: Types
 - Organisational Involvement

Unit 4: Group Behaviour and Team Development

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- **Groups:**
 - Meaning
 - Why do people join groups?
 - Types
- **Group Dynamics:**
 - Meaning
 - Determinants of Group Behaviour
 - Formal Organisation and Informal Groups and their Interaction
- **Teams :**
 - Meaning and Importance
 - Formation of Teams
 - **Team Work**
 - **Challenges in Team Development**
 - **Turning Individuals into Team Players**
 - **A Case Study**

**Case Studies, Assignments,
Role Plays, Library Hours
Workshop on Personality Development**

12

Reference Books:

1. Stephen Robbins(2013). "Organizational Behaviour" 15th Ed, New Delhi, Prentice – Hall of India Private Limited.
2. Newstrom John.W. and Davis Keith(1998). "Human Behaviour at work" 10th Ed, New Delhi, Tata McGraw - Hill Publishing Company Limited.
3. Sekaran Uma (2006). "Organizational Behaviour -Text and Cases" 2nd Ed, New



- Delhi, Tata McGraw - Hill Publishing Company Limited.
4. Luthans Fred. (2011). "Organizational Behaviour" 12th Ed, Singapore, McGraw – Hill Book Co.
 5. Aswathappa K. (2013). "Organizational Behaviour" 11th Revised Ed, Mumbai, Himalaya Publishing House.
 6. Dwivedi R. S. (2001). "Human Relations and Organizational Behaviour" 5th Ed, New Delhi, Macmillan India Ltd.
 7. McShane Steven .L, Glinow Mary Ann Von, Sharma Radha R. (2008). "Organizational Behaviour" 4th Ed, New Delhi, Tata McGraw - Hill Publishing Company Limited.
 8. Greenberg J. and Baron R.A. (2005). "Behaviour in Organizations" New Delhi, Pearson Edu.
 9. Luthans F. (2013). "Organizational behaviour: An Evidence – based Approach" 12th Ed. New Delhi, McGraw-Hill Edu. (India) Pvt. Ltd.
 10. Ivancevich J.M., Konsopaske R. & Matteson M.T. (2005). "Organizational Behaviour and Management" New Delhi : Tata McGraw-Hill
 11. Robbins S.P., Judge T.A., & Sanghi A. (2009). "Organizational Behaviour", New Delhi: Pearson Prentice Hall.
 12. Sinha J.B.P. (2008) "Culture & Organization Behaviour" New Delhi: Sage Texts