

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

Semester: III	*Credits: 4	Subject Code: 32108	Lectures: 48
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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
<ul style="list-style-type: none"> • Training and Development <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Meaning ○ Objectives ○ Methods: Traditional and Modern: 720 Degree Appraisal ○ Limitations • A Case Study 	
Unit 3: Employee Remuneration and Morale	10
<ul style="list-style-type: none"> • Employee Remuneration <ul style="list-style-type: none"> ○ Factors Determining Level of Remuneration ○ Methods of Employee Remuneration ○ Changing Scenario in Remuneration ○ Components of Salary/ Salary Slip ○ Compensation Management: Concept • Employee Morale: <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> • Personal Branding <ul style="list-style-type: none"> ○ Concept • E- Human Resource Management(E-HRM): <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Application of AI in HRM: Recruitment and Onboarding, Real-time data access, AI-Backed Chatbots in Engagement Conversation, 	

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<ul style="list-style-type: none">Internal Mobility and Employee Retention, Automation of Administrative Tasks<ul style="list-style-type: none">○ Challenges of AI on HRM○ Impact of AI on the Job Market• Changing Role of Women in the Workforce• Talent Management Initiatives:<ul style="list-style-type: none">○ Succession Planning○ Job Design v/s Job Crafting• Transition from designing for efficiency to designing for resilience	
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#12 contact hours for Assignments, Visits, Research, Field Studies, etc.

*01 credit to be evaluated as a Skill-based Component

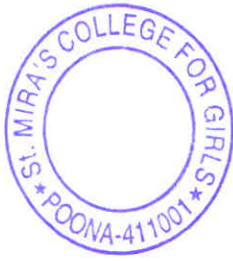
Recommended Basic Reading:

- 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
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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
<ul style="list-style-type: none"> • Organisational Behaviour <ul style="list-style-type: none"> ○ Definitions, Nature and Importance • Models of Organisational Behaviour • Trends in Organisational Behaviour: <ul style="list-style-type: none"> ○ 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
<ul style="list-style-type: none"> • Perceptual Process <ul style="list-style-type: none"> ○ Characteristics of Perception ○ Perceptual Selectivity: Factors affecting Perceptual Selectivity ○ Perceptual Organisation: Principles of Perceptual Organisation • Social Perception: <ul style="list-style-type: none"> ○ Factors affecting Social Perception ○ Impression Management • Perception and Decision Making: <ul style="list-style-type: none"> ○ Common Biases and Errors in Decision Making ○ Influences on Decision making 	

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Unit 3: Personality and Attitudes	14
<ul style="list-style-type: none"> • Personality <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Work related Attitudes: Job Satisfaction: Determinants and Consequences, Perceived Organisational Support, Organisational Commitment: Types, Employee Engagement 	

Unit 4: Group Behaviour and Team Development	12
<ul style="list-style-type: none"> • Groups <ul style="list-style-type: none"> ○ Meaning ○ Why do people join groups? • Group Dynamics: <ul style="list-style-type: none"> ○ Meaning ○ Formal Organisation and Informal Groups and their Interaction • Teams: <ul style="list-style-type: none"> ○ 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 	

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Recommended Basic Reading:

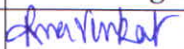
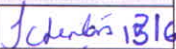

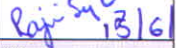


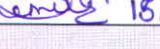



- Robbins Stephen P., Judge Timothy A. and Vohra Neharika. *Organisational Behaviour*. Pearson India Education Services Ltd: Noida; 2019.
- Aswathappa K. *Organisational Behaviour*. Himalaya Publishing House: Mumbai; 2020.

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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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