

Special paper I
HR Practices

Semester V	Subject Code: BB51705C	Lectures: 60
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Objectives:

The syllabus aims in equipping students with,

- To learn the basic practices as well as understand the functioning of Human Resource management and integration in the current corporate world
- Towards these objectives and to suit the contents of each course, a variety of teaching methodologies, such as case studies, role-play, problem solving exercises, group discussion, audio visuals etc are used in the course

Unit 1: HRM Functions (Part – I)	12
<ul style="list-style-type: none"> • Introduction to Human Resource Management <ul style="list-style-type: none"> ➤ Nature of Human Resource Management ➤ Functions ➤ Recruitment – Concept, Process, Sources ➤ Selection – Concept, Steps ➤ Employee Training ➤ Concept, Need, Importance, Types of Training • Executive Development <ul style="list-style-type: none"> ➤ Concept, Objectives, Importance, Process 	

Unit 2: HRM Functions (Part – II)	12
<ul style="list-style-type: none"> • Job Analysis – Concept, Objective and Process • Job Design – Concept, Approaches, Methods • Placement, Induction & Socialization <ul style="list-style-type: none"> ➤ Concept, Objectives of Induction, Process of Socialization • Career Planning & Development <ul style="list-style-type: none"> ➤ Meaning, objectives and process, Career Counselling, Advantages & Challenges • Genesis & Growth of HRM <ul style="list-style-type: none"> ➤ Measures to Speed up Growth • Employee Empowerment <ul style="list-style-type: none"> ➤ Concept, Elements, Importance & Barriers 	



Unit 3: Strategic Human Resource Management	08
<ul style="list-style-type: none"> • Concept of SHRM <ul style="list-style-type: none"> ➤ Role, Implementation of SHRM ➤ Role of HRM professionals in SHRM ➤ Case Study – Dr Reddy's laboratory • Environment of HRM 	
Unit 4: Human Resource Control	06
<ul style="list-style-type: none"> • Human Resource Records <ul style="list-style-type: none"> ➤ Objectives, Types & Principles of Record-keeping • Human Resource Research <ul style="list-style-type: none"> ➤ Meaning, Nature & Objectives • Human Resource Audit <ul style="list-style-type: none"> ➤ Concept, Objective and Significance 	
Unit 5: Emerging Horizons in HRM	10
<ul style="list-style-type: none"> • HRM in Virtual Organisation <ul style="list-style-type: none"> ➤ Concept, Distinction between Traditional and Virtual Organization • International HRM <ul style="list-style-type: none"> ➤ Impact of Globalisation on HRM, Concept, Repatriation • HRM in a changing Environment <ul style="list-style-type: none"> ➤ HRM in Global Industry (IT) ➤ Rightsizing ➤ Sexual Harassment at workplace ➤ Talent Management 	

***Contact hours – 12 hours**

Recommended Text Book:

Human Resource Management – Text & Cases by C B Gupta – 17th edition



Reference Books:

1. C.B. Mamoria and S. V. Ghaneka, *Personnel Management Himalaya*
2. Bhatia S. K. and Singh Nirmal, *Personnel Management*
3. Subba Rao, *Personnel Management and Human Resource Management*
4. Sharma A. M., *Personnel & HRM*
5. Ashwathappa, *Human Resource Management Himalaya*

