



Principles of Human Resource Management
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[GENERIC CODE]

Semester: III	Credits: 3	Subject Code: BB32101	Lectures: 48
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Course Outcomes:

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

- Relate to the basic concept of HRM and develop knowledge about the various functions of HRM.
- Recall how Job Analysis & Human Resource Planning play an important role in the Organisation.
- Describe the importance of Training and Performance Appraisal.
- Recognize awareness about Changing Environment of HRM and the various trends in HRM among the students.

Unit 1: Introduction to Human Resource Management	10
<ul style="list-style-type: none">● Introduction<ul style="list-style-type: none">○ Meaning, Definition, Features, Scope, Objectives,○ Importance, Principles of HRM○ Evolution of HRM○ Functions of HRM, Challenges of HRM○ Role of HR Manager● Difference between HRM & Personnel Management● Domestic vs International HRM.● Changing Role of HRM● E- HRM	

Unit 2: Planning for Human Resources and Job Analysis	12
<ul style="list-style-type: none">● Human Resource Planning (HRP)<ul style="list-style-type: none">○ Meaning, Definition, Objectives,○ Advantages & Limitations/Barriers○ Process of HRP○ Factors Influencing the Estimation of Human Resource in Organisation,● Job Analysis<ul style="list-style-type: none">○ Meaning, Definition, Objectives, Benefits,○ Methods of Job Analysis○ Job Analysis Components▪ Job Description,▪ Job Specification▪ Job Evaluation	

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Chairperson(HoD)	Dr. Rama Venkatachalam	<i>Rama Venkatachalam</i> 6/10/21



Recommended Text Books:

- C B Gupta , *Human Resource management*, 18th edition, Sultan Chand & Sons, 2017.
- Gary Dessler, Biju Varkkey, *Human Resource Management* by, 15th edition, Pearson, 2018.

Reference Books:

- Aswthappa, *Human Resource Management*, Publisher: TMH, New Delhi, 2012
- Rao, *Human Resource Management-Text & Cases*, V.S.P, Publisher: Excel Books, New Delhi, 2014
- Ramaswamy, *Managing Human Resources*, E., Publisher: Oxford University Press, New Delhi, 2012
- Michael Armstrong, *A hand book on Human Resource Management* - ebook

Websites:

- <https://i-sight.com/resources/16-hr-trends-you-need-to-know-in-2020-according-to-experts/>

E- Resources

- <https://nlist.inflibnet.ac.in/>
- <https://search.ebscohost.com/>

Board Of Studies	Name	Signature	
Chairperson (HoD)	Dr. Rama Venkatachalam		<i>Rama Venkat</i> 15/06/21
Faculty	Ms. Abhradita Chatterjee Nahvi	<i>Abhradita Nahvi</i> 15/06/21	
Faculty	Mrs Kajal Jaisinghani	<i>Kajal Jaisinghani</i> 15/06/21	
Subject Expert (Outside SPPU)	Mr. Abhijeet Chavan		<i>Abhijeet Chavan</i>
Subject Expert (Outside SPPU)	Dr. Sabhia Fazalbhoj	<i>Sabhia Fazalbhoj</i> 15/06/21	
VC Nominee	Dr. Varsha Deshpande	<i>Varsha Deshpande</i> 15/06/21	
Industry Expert	Mr. Sitesh Thadhani	<i>Sitesh Thadhani</i> 15/06/21	
Alumni	Ms. Devi Krishna	<i>Devi Krishna</i> 15/06/21	

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Unit 3: Integrating Human Resources	12
<ul style="list-style-type: none"> ● Career Planning: <ul style="list-style-type: none"> ○ Meaning, Definition, Objectives, Benefits ○ Process of Career Planning ○ Stages in Career Planning ● Employee Morale: <ul style="list-style-type: none"> ○ Meaning, Definition ○ Causes of low Morale ○ Measures for building high Morale ● Job Satisfaction: <ul style="list-style-type: none"> ○ Meaning, Definition, ○ Advantages of Job Satisfaction ○ Measures to increase Job Satisfaction ● Human Relations: <ul style="list-style-type: none"> ○ Meaning, Importance, ○ Problems with Human Relations ○ Techniques to maintain Human Relations ○ Building positive Employee Relations ● Employee Empowerment : <ul style="list-style-type: none"> ○ Concept and Importance ○ Elements ● Caselets on Career Planning, Employee Morale & Job Satisfaction 	

Unit 4: HRM Trends in Changing Environment	14
<ul style="list-style-type: none"> ● Work force Diversity <ul style="list-style-type: none"> ○ Concept ○ Impact ○ Implications ● HRM Out-Sourcing ● HRM in Virtual Organisations <ul style="list-style-type: none"> ○ Distinguish between Traditional and Virtual Organisations ● Trends Shaping HR <ul style="list-style-type: none"> ○ Social Media and Digital Media ○ Artificial Intelligence ○ Remote Employees ○ Virtual Team Building ○ Inclusion ○ Recruitment Marketing 	

12 hours for Library work, practical or field work or research purposes

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