

Human Resource Management

Semester III	✓ Subject Code: BB31603	Lectures: 60
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Objectives:

- To impart Knowledge regarding different concepts of Human Resource Management
- To introduce to the students various contemporary issues under Human Resource Management
- To study the importance of Training and Performance Appraisal
- To introduce to the students the functional department of human resource management
- To provide information regarding the Process of Human Resource that ultimately helps overall development of organisation and employees

Unit 1: Introduction to Human Resource Management	10
<ul style="list-style-type: none"> • Definition, History, Concept, Importance and Functions (Operational & Managerial) of Human Resource Management • Domestic Vs International HRM • Human Resource Outsourcing- Functions, Reasons, Types • Human Resource Development – Concept, Role of HRD Professionals, Team building through Management Games • Difference between HRM and HRD 	

Unit 2: Human Resources Planning	14
<ul style="list-style-type: none"> • Definition and objectives of Human Resource planning. Process of Human Resource planning, HR Information System, HR Auditing, HR Accounting • Recruitment- Meaning, Definition. Modern Methods of Recruitment, E- recruitment, Methods, Benefits and Limitations • Selection- Meaning, Process, E-selection, Advantages and Disadvantages. • Case study on Human Resource Planning 	

Unit 3: Training and Development	10
<ul style="list-style-type: none"> • Meaning, Definition , Objectives , Needs Analysis, Methods of Training and Evaluation of Training Programme, E- Learning , Requisites, Advantages and 	



<p>Disadvantages</p> <ul style="list-style-type: none"> • Concept of Management Development, Management Development Process and methods, Evaluation of Management Development Programme • Case Study on Training Development 	
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Unit 4: Performance Appraisal	07
<ul style="list-style-type: none"> • Definition, Importance, Process, Performance Appraisal Methods of Performance Appraisal, Barriers of Effective Performance Appraisal • E-performance Management- Meaning, Advantages and Disadvantages • Case study on Performance Appraisal 	

Unit 5: Wage and Salary Administration	07
<ul style="list-style-type: none"> • Factors affecting wages / Salaries levels, Methods of Wage Payments • Profit sharing-Fringe Benefits and Employee services- Wages & Salary Administration • Pre-requisites of a good wage Incentive Plan • Case study on Wage and Salary Administration 	

*Contact hours – 12 hours

Recommended Text Books:
<ol style="list-style-type: none"> 1. <i>Human Resource Management</i> , P. C. Pardeshi 2. <i>Human Resource Management Principles and Functions-</i> Govind M.Dumbre, Arun Gaikwad, Success Publication

Reference Books:
<ol style="list-style-type: none"> 1. Richard Regis, <i>Strategic Human Resource Management and Development</i> Excel 2. K. Ashwathappa, <i>Organisational Behaviour</i> Himalaya 3. K. Ashwathappa , <i>Human Resource Management</i> Himalaya 4. V.S. P. Rao, <i>Human Resource Management. Texts and cases</i> Excel 5. L.M. Prasad, <i>Human Resource Management</i> Swatan Choud 6. C. B. Mamoria, <i>Personnel Management</i> Himalaya

