

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

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

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



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

**\*Contact hours – 12 hours**

**Recommended Text Book:**

*Human Resource Management – Text & Cases by C B Gupta – 17<sup>th</sup> 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*

