

## Syllabus Outline

1. GENERAL : As a result of globalization human resource management is gaining a special significance. As organizations make use of technology to reach cheap labour, human resource management is becoming a dynamic field which requires managers to expand their knowledge and gain skill set which will help them in managing diverse set of employees in different locale. As a manager one is required to understand and appreciate the problems of employees, work in a team, delegate and carry out responsibility. This course is designed to prepare participants to be sensitive to the issues and concerns of managing human resources and to examine techniques and methodologies of attracting and retaining talented people.

1.1 COURSE TITLE: **Human Resource Management**

1.2 COURSE NUMBER: **MT5505**

1.3 CONTACT HRS: **40** Credits: **8**

1.4 SEMESTER -OFFERED: **II**

1.5 PREREQUISITE: **A sound understanding of Organizational Behaviour**

1.6 SYLLABUS COMMITTEE MEMBER: Dr. Jaya Srivastava & Dr. P K Parida

2. OBJECTIVE: More specifically the course would focus on”

1. Concept and meaning of HRM

2. HRM practices, policies and expectations

3. Technology and HRM

4. International HRM

5. Legal issues involving HR

3. COURSE CONTENT (Unit wise distribution of content and number of lectures)

Unit I: ***Fundamentals of HRM*** ( Lectures:5 )

◆ What Is Human Resource Management?

◆ The Changing Environment and Duties of HR Managers

◆ HR’s Strategic Challenges

***Human Resource Planning***, A model for Human Resource Planning

Unit II: **Recruitment & Selection** (Lectures:10 )

◆ What is Job Analysis?

◆ The Recruitment and Selection Process

◆ Recruiting Job Candidates

◆ Developing and Using Application Forms

***Testing and Selecting Employees***

◆ The Basics of Testing and Selecting Employees

◆ Using Tests at Work

◆ Interviewing Prospective Employees

◆ Using Other Selection Techniques

UNIT III: ***Training and Developing Employees*** (Lectures:10)

◆ Orienting Employees

◆ The Training Process

- ◆ Training Techniques
- ◆ Managerial Development and Training
- ◆ Evaluating the Training and Development Effort

***Performance Management and Appraisal***

- ◆ Basic Concepts in Performance Management
- ◆ An introduction to Appraising Performance
- ◆ Basic Appraisal Methods
- ◆ The Appraisal Feedback Interview
- ◆ Performance and Career Management

**UNIT IV: *Compensating Employees* ((Lectures: 10)**

***What Determines How Much You pay?***

- ◆ How employers Establish Pay Rates
- ◆ Current Trends in Compensation
- ◆ Incentive Plans
- ◆ Employee Benefits

***Managing HR Globally***

- ◆ HR and the Internationalization Business
- ◆ Improving International Assignments Through Selection
- ◆ Training and Maintaining International Employees

**Unit V: Labour Relations (Lectures 5)**

- ◆ A Brief History of the Indian Labour Movement
- ◆ Collective Bargaining
- ◆ Grievances
- ◆ Workers' Participation in Management
- ◆ Case Studies

**4. READINGS**

**4.1 TEXT BOOKS: Ivancevich M John. Human Resource Management (11<sup>th</sup> Ed.). McGraw Hill**

1. 4.2 REFERENCE BOOKS: DeCenzo and Robbins, Human Resource Management. John Wiley & Sons, New York, 1999.

2. Dessler. Human Resource Management. Prentice Hall. New Delhi. 1997

3. Beardwell & Holden. Human Resource Management. Pitman. 1994.

4. Cynthia D. Fisher, Lyle F. Schoenfeldt, James B. Shaw. 'Human Resource Management' Fifth Edition, Indian Adaptation. 2005

5. CS Venkat Ratnam and BK Srivastava. Personnel Management and Human Resources. Tata McGraw Hill. New Delhi. 1991.

**5. OUTCOME OF THE COURSE: An understanding of HR concepts. Application of HR principles in policy making and decision making**