

Human Resource Management

1.1 **Course Number:** MT5505

1.2 **Contact Hours:** 40 Hours, **Credits:** 8

1.3 **Semester-offered:** 8th Semester

1.4 **Prerequisite:** A sound understanding of Organizational Behaviour

1.5 **Syllabus Committee Member:** Dr. Jaya Srivastava & Dr. Saroj Kumar Mishra

2. **Objective:**

- Concept and meaning of HRM
- HRM practices, policies and expectations
- Technology and HRM
- International HRM
- Legal issues involving HR

3. **Course Content:**

Unit-wise distribution of content and number of lectures

Unit	Topics	Sub-topic	Lectures
1	Fundamentals of HRM	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	04
2	Recruitment & Selection	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	08
3	Training and Developing Employees	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	08
4	Compensating Employees	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	06

5	Labour Relations	A Brief History of the Indian Labour Movement, Collective Bargaining, Grievances, Workers' Participation in Management	04
6	Project Work	A group of students will be allocated a project relevant to the course, where they can apply their understanding. They will be collecting data through fieldwork, submit their research report and present their findings. Students will thus gain first -hand research experience. Project will be a part of course evaluation.	10
Total			40

4. Readings

4.1 Text Books:

- Ivancevich M John. Human Resource Management (11th Ed.). McGraw Hill

4.2 Reference Books:

- DeCenzo and Robbins, Human Resource Management. John Wiley & Sons, New York.
- Dessler. Human Resource Management. Prentice Hall. New Delhi.
- Beardwell & Holden. Human Resource Management. Pitman.
- Cynthia D. Fisher, Lyle F. Schoenfeldt, James B. Shaw. 'Human Resource Management' Fifth Edition, Indian Adaptation.
- CS Venkat Ratnam and BK Srivastava. Personnel Management and Human Resources. Tata McGraw Hill, New Delhi.

5. Outcome of the Course:

On the completion of this course, the students are expected to develop an understanding of HR concepts, application of HR principles in policy making and decision making.