

BACHELORS WITH MANAGEMENT (COMMERCE) AS MAJOR (CT – I)

6th SEMESTER

MGT622J1 MANAGEMENT _ FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

CREDITS: THEORY: 03; TUTORIAL: 01

COURSE DESCRIPTION:

HR is a speciality aimed to generate HR specialists who can manage an organization's personnel. Every company has its values, beliefs, conventions, working language, processes, and methodologies. The HR Department of any company or organization is in charge of cultivating the company's culture among workers and acquiring and keeping the finest employees. HR experts are one of the most important contributors to a company's development and survival. The course content assists students in learning more about human resources and their relevance, as well as how they function. This curriculum covers a broad range of topics for the student to understand the material and achieve a high score to advance in their career. The major goal of Human Resource Management is to familiarize students with HRM fundamentals. The topics covered in this course include a wide range of HR subjects and functions.

COURSE OBJECTIVE

The objective of this course is to help the students to develop an understanding of the concept and functions of human resource management. The course also aims to explore the recent practices and trends in human resource management.

COURSE OUTCOMES

The students are expected to develop an understanding of human resource management functions and practices. Moreover, enhance awareness of certain important practices like Training, Performance Appraisal, Career Planning, Compensation

UNIT I INTRODUCTION

Concept and Importance of Human Resource Management, Functions and Role of Human Resource Management; Globalization and its Impact on HR trends of Human Resource in India; Work life balance; Human Resource Information Systems.

UNIT II HUMAN RESOURCE PLANNING:

Need and process, HR Forecasting Techniques Skill inventories; Job analysis: Uses, methods, Job description & Job specifications; Recruitment: Factors affecting recruitment, internal & external sources; Selection process; Orientation: Concept and process.

UNIT III TRAINING & DEVELOPMENT

Training: Concept, Training Process, Methods of training; Management development: Concept & Methods; Performance Management System: Concept, uses of performance appraisal, performance management methods; Career planning: Importance and stages. Compensation: Components of pay, factors influencing compensation, steps in determining compensation, job evaluation; Incentives: Importance and types; Benefits: Need, types of benefits.

TUTORIALS

Apart from the individual attention being given to the students, Tutorials shall include the following:

- A. Case Studies individually or in groups*
- B. Group Discussions on subject specific current issues/developments*
- C. Assignments*
- D. Project Work & Viva-Voice*
- E. Field Visits & Reports*
- F. Practicals wherever applicable*

SUGGESTED READINGS:

1. Dessler Gary, Warkkey Biju- Human Resource Management, Pearson Publication.
2. Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons.
3. Aswathapa K. Human Resource and Personal Management: Text and Cases. Tata McGraw-Hill Publishing Company Limited. New Delhi.
4. Rao V.S.P. Human Resource Management, Pearson Publication.

Note: Latest edition of the readings may be used.