

# 17MB106 HUMAN RESOURCE MANAGEMENT

## **Objective of the Course:**

The course provides an understanding of how the human resources management function is led in organizations. By the end of the course the learner will be able to appraise HRM functions and know how they can be executed in the organizations.

## **Course outcomes:**

By the end of the course the learners are expected to

- Gain knowledge of the overall functions of Human Resource Management and role of HR Dept. in organizations.
- Understand how the specific operational functions of HRM are executed in the organizations.
- Appraise the various HR needs and corresponding programmes to be implemented in organizations.
- Develop perspective to deal with Human Resources in organizations.

## **UNIT - I**

Introduction, HRM at work – The Changing Environment and Changing Role of HRM– The HR Manger’s Proficiencies – Labor Legislations in India – Equal Employment Opportunity, HR Process Outsourcing – Disruptive HRM – Business HR – Employee Engagement

## **UNIT - II**

Job Analysis: Basics, Methods – Writing Job Descriptions and Job Specifications – The Recruitment and Selection Process: Planning and Forecasting – Effective Recruiting, Internal and External Sources of Candidates, Developing and Using Application Forms – e-Recruitment: Use of social media – Recruitment Process Outsourcing.

## **UNIT - III**

Selection: Importance, Assessment Centre, Types of Testing, Work Samples and Simulations – Background Investigation and other Selection Methods – Basic Features of Interviews – What can Undermine and Interview’s Usefulness, Designing and Conducting an Effective Interview – Orientation: Purpose, Process – Training: Process –Training Methods –Management Development, Evaluating the Training Effort.

## **UNIT - IV**

Basic Concepts in Performance Management, Introduction to Appraising Performance – Steps and Methods in Performance Appraisal – Appraising Performance: Problems and Solutions, The Appraisal Interview – Career Management, Career Planning and Career Development – Managing Promotions and Transfers

## **UNIT - V**

Factors Determining Pay, Establishing Pay Rates- Payroll Management – Competency Based Pay and other Compensation Trends – Incentives: Individual, Group and Organizationwide Plans – Employee Benefits – Employee Relations – Collective Bargaining Process - Handling

Grievances – Trends in HR: HR Metrics, HR Analytics

**Skill Development:**

*(These activities are only indicative, the Faculty member can innovate)*

1. Chart out the methods of appraising employees of any (one) organization of your choice.
2. List out the HR policies of any one company.
3. Select any two companies of your choice and write its HR policies
4. List out any 5 (five) welfare techniques for employees.
5. Draft the executive development plan of any company.
6. A study of different recruitment models in companies can be made.

**TEXT BOOK:**

1. Dessler, Varkkey: Human Resource Management, 12/e, Pearson Education India, 2014.

**REFERENCE BOOKS:**

1. Armstrong, Taylor: Armstrong's Handbook of Human Resource Management Practice, 13/e, Kogan Page, 2014.
2. Decenzo, Robbins: Fundamentals of Human Resource Management, 11/e Wiley, 2013.