



Human Resource Management (General Elective)

Credits:2

Semester: III

Subject Code: G23CIS 1T

No. of lecture hours:30

Objective: To acquaint students with various HR policies and the importance of HRM

Outcome: Students will gain knowledge on various HR systems along with the strategic business objectives of dynamic business organisations.

CO1. Understand the concept of HRM, functions and changing role of a hr manager

CO2. Distinguish between the various methods of job design and interpret the techniques of acquisition of human resource.

CO3. Explain the importance of HRP and point out the various HRD approaches for Work life balance and describe the concept of job evaluation.

CO4. Analyze the core concepts of HRD,TQM and understand the concept of career development.

CO5. Explain the various concepts of worker's participation and quality of work life.

UNIT-I **6 Hrs**

Introduction: Human Resource and Personnel Management (HRM)

Concepts – Objectives	(2)
Functions of HRM	(2)
Changing role of Human Resource Manager – HRM Policies	(1)
Impact of Environment on HRM	(1)

UNIT-II **6 Hrs**

Acquisition of Human Resource

Job Design - Approaches - Job Rotation - Job Enlargement - Job Enrichment - Job Bandwidth	(2)
Job Analysis: Concepts - Objectives –	



Components (Job Description and Job Specification)	(1)
Recruitment: Objectives - Sources of recruitment	(1)
Selection: Concept – Selection - Procedure – Tests and Interview	(1)
Placement - Induction - Promotion – Transfer	(1)

UNIT-III **6 Hrs**

Developing and Motivating Human Resource

Training - Assessing training needs - Methods and Evaluation of Training	(1)
Development: Techniques of Management Development – Evaluating Effectiveness	(1)
Performance Management: Concept - Performance Appraisal – Concept Traditional and Modern Methods of Appraisal	(1)
Concepts of Potential Appraisal, Assessment Centers	(1)
Career Planning and Development	(2)

UNIT-IV

International Human Resource Management and E-HRM

Introduction-Global recruitment- global selection approach	
- cross culture training, compensation - Aspects of E-HRM, E-HRP	(2)
E-Recruitment, E-Selection	(1)
E-Performance Management	(1)
E-Training and Development	(1)
E-HR Records and Audit	(1)

UNIT-V **6 Hrs**

Recent Trends in HRM

Knowledge Management: Concept	(1)
Knowledge Conversion - Knowledge Management Process	(2)
Business Process Outsourcing - HR Issues	(2)
Learning Organization: Concept	(1)



SUGGESTED READING:

1. Dessler Gary, Varkkey Biju. 2011. **Human Resource Management**. 12th edition. New Delhi: Pearson Publications.
2. Rao Subba, P. 2012. **Essentials of Human Resource Management and Industrial Relations**. 3rd edition. Mumbai: Himalaya Publications.
3. Mirza Saiyadain, S. **Human Resource Management**. 2nd edition. New Delhi: Tata McGraw Hill Publications.
4. Aquinas, P.G. 2009. **HRM Principles and Practices**. Noida: Vikas Publishing House Pvt Ltd.
5. Wayne Cascio, F. **Managing Human Resources (Productivity, Quality of Work Life, Profits)**. 5th edition. New Delhi: Tata McGraw Hill Publications.



Human Resource Management
(General Elective)
(Practical)

Credits:1

Semester: III

Subject Code: G 23CIS 1P

No. of lecture hours:30

Objective: To acquaint students with various HR policies and the importance of HRM

Outcome: Students will gain knowledge on various HR systems along with the strategic business objectives of dynamic business organizations.

1. HR Planning (Framework)
2. Analyzing the Recruitment process in MNC's
3. Selection procedures for MNC's
4. Various Methods of Training and Evaluation of Training.
5. Practices of Performance Evaluation
6. Rewards, Recognition, Promotion and Transfer
7. Carrier planning and development
8. Innovative HRM Practices