

Course code: 11BB22C3, 11BH22C4, 11BC22

Course Title: HUMAN RESOURCE MANAGEMENT

Course objective: The objective of this course is to familiarize the student with the fundamentals of Human Resource Management in the organization.

Unit 1: Introduction to Human Resource Management: Meaning, Nature and Scope, Significance, Objectives and Functions, Evolution of HRM, Role of HR Manager, HRM in a changing environment.

Unit 2: Human Resource Planning: Importance of Human Resource Planning, Factors affecting Human Resource Planning, Steps in Human Resource Planning Process, Requisites for successful Human Resource Planning and Barriers to Human Resource Planning.

Unit 3: Job Analysis and Job Design: Job analysis Meaning – Process of Job Analysis, Job Design, Techniques of Job design , Job Description vs Job specification.

Unit 4: Recruitment, Selection And Training: Recruitment – Purpose, Factors affecting recruitment, Recruitment process, Sources – Internal and External sources; Selection – Process, Induction; Training – Importance, Training process, Methods of training,

Unit 5: Performance appraisal: Meaning, Objectives, Methods of performance appraisal; Employee remuneration – Components of remuneration, Factors influencing remuneration, Incentive payments; Settlement of disputes – Collective bargaining, Employee Grievance handling.

Learning Support:

Recommended Text Book:

1. Aswathappa, Human Resources Management, 2010, Tata Mc Graw- Hill

Reference Books:

1. Dessler, Human Resource Management, Pearson, 2011.
 2. R.Subba Rao, Human Resource Management, Himalaya Publishing House, 2010.
 3. Edwin Flippo, Personnel Management, Tata McGraw Hill, 2007.
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