

**Title: Human Resource Management****Code: MGMT 342****Credit Hours: 3****Year /Semester: II/IV****48 Hours**

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**Course Objectives:**

The objective of the course is to expose the students to the various aspects of human resource management strategies thereby familiarizing them with tools and techniques of managing people in modern organizations.

**Unit 1 Human Resource Management****4 Hours**

Meaning, Nature, Objectives and Functions of Human Resource Management, Evolution of Human Resource Management, Outcomes of Human Resource Management (QWL, Productivity and Readiness for Change), Challenges of Human Resource Management

**Unit 2 Human Resource Planning and Job Analysis****10 Hours**

Introduction and Needs of Human Resource Planning, Linking Organizational Strategy to Human Resource Planning, Process of HRM, Demand and Supply Forecasting, Concept and Objectives of Job Analysis, Techniques of Job Analysis, Job Description, Job Specification Job Design, Methods of Job Design

**Unit 3 Recruitment and Selection****8 Hours**

Concept and Source of Recruitment, Recruitment Process, Selection Concept, Selection Process, Reliability and Validity, Interviews, Orientation and Socialization, Recruitment and Selection Practices in Nepalese Organization

**Unit 4 Human Resource Development and Managing Careers****10 Hours**

Needs and Importance of Human resource Development, Identification of Training Needs, Methods of Training, Management Development, Technique of Management Development, Evaluating Training and Development Effectiveness, Meaning of Career, Career Stages, Successful Career Tips

**Unit 5 Performance Appraisal and Compensation****8 Hours**

Concept and Objectives of Performance Appraisal, Appraisal Process, Appraisal Methods, Meaning and Administration of Compensation, Establishing Pay Structure, Component of Employee Remuneration (Basic Wages, Dearness Allowance, Bonus, Fringe Benefits and Incentives), Job Evaluation: Meaning and method, Current Trends in Compensation

**Unit 6 Employee Health and Safety****4 Hours**

Definition of Employee Health and Safety, Major Issue Health and Safety, Grievance, Causes of Grievances, Procedure of Grievances Handling, Discipline and Disciplinary Actions

**Unit 7 Understanding Labour Relations and Collective Bargaining****4 Hours**

Concept of Labour Relation, Trade Unions, Why Employee Join Union, Labour Legislation in Nepal, Collective Bargaining, Collective Bargaining Process

**Reference Books:**

1. Decenzo, A David and Robbins P. Stephen: *Human Resource Management*, Tenth Edition, Wiley India.
2. Dessler, Gary: *A Framework for Human Resource Management*, Third Edition, Pearson Education India.
3. Cascio F. Wayne: *Managing Human Resources*, Eighth Edition, McGraw Hill.