

MID-WESTERN UNIVERSITY, FACULTY OF MANAGEMENT
BACHELOR IN BUSINESS ADMINISTRATION (BBA), SYLLABUS 2072 (2016)

Course Title		Human Resource Management
Course Code Number		MGT 332
Year/Semester		II/III
Credit Hours		03
Course Objectives:		
Main Objective		The Course is designed to provide a Broad Understanding of the Role and Importance of Human Resources as an Essential Management Responsibility. This Course Introduces the Major Topic in Human Resource Management and Development.
Enabling Objectives		After the completion of all the learning units of the course, participants will be able to: <ul style="list-style-type: none"> • Learn the Concepts and Application of HRM • Familiarized with the Different aspects of Managing Human Resource in the Organization • Understand the Role of HRM and will be able to practice HRM independently.
Learning Unit (LU)	Learning Hours (LH)	Contents
LU1	LH 3	Human Resource Management Meaning, Scope, Functions, Objectives of HRM, Growth and Development of HR in Nepal, Human Resource Manager - Qualities and Evolution, Personnel Management Vs HRM
LU 2	LH 6	Human Resource Planning Types, Needs, Importance, Objectives of HR Planning, HR Information System and Succession Planning, Job Analysis, Job Description, Job Specification, Techniques of HR Demand and Supply Forecasting.
LU 3	LH 7	Recruitment and Selection Recruitment: Purpose and Importance, Recruitment Process, External and Internal Sources of Human Resource. Selection: Meaning, Definition, Selection Process, Types of Interview and Types of Selection Test, Barriers to Effective Selection
LU 4	LH 2	Orientation and Placement Orientation: Orientation Program, Procedure, Problem of Orientation Placement: Process, Problems, Principles.
LU 5	LH 8	Training, Development, Promotion and Transfer Definition, Identification of Training Needs Management Development, Purpose and Principles of Promotion, Base and Types of Promotion, Transfer: Definition, Reasons, Principles Types.

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LU 6	LH 3	Performance Appraisal Definition, Needs, Uses and Limitation, Methods of Appraisal (Absolute Standards, Relative Standards Methods)
LU 7	LH 4	Compensation of Human Resource Job Evaluation, Wage and Salary Administration, Types of Wage, System of Wage Payment.
LU 8	LH 9	Industrial Relation and Dispute Management Trade Union, Nature and Importance, Consequences of Trade Union Movement in Nepal, Hurdles in Trade Unionism in Nepal, Main Provisions of Labour Law in Nepal, Natures of Disputes, Causes of Disputes, Settle of Disputes, Collective Bargaining :-Concept and Process.
LU 9	LH 6	HRM in 21st Century New Trends and Challenges to HRM, Globalization and HRM, International HRM, Comparison of HRM and IHRM, HRM in MNCs, Problem of IHRM, HRM out Sourcing, Leading HRM Companies.
References		<ol style="list-style-type: none"> 1. Decenzo D.A. and Rabbinston, S.P (2007), Fundamentals of Human Resource Management 9th Edition, John Wiley. 2. Durai,Praveen (2010) Human Resource Management, Pearson Education. 3. AsWathappa, K. , (2010), Human Resource Management, Mc Graw Hill Education . 4. Jyothi P. and Venkatesh, D. N , (2006), Human Resource Management, Oxford Higher Education

Net Contact Hour is 48 excluding the exams and tests.

evaluation Module: 50 percent will be assessed through the internal evaluation and 50 percent will be assessed through end semester examination