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**Title: Human Resource Management**  
**Credit Hours: 3**

**Code: MGMT 514**  
**Year /Semester: I/I**

**48 Hours**

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**Course Objectives:**

The course intends to help students gain knowledge on the concepts and application of HRM, be familiarized with the different aspects of managing human resource in an organization and understand the role of HRM relative to other functional areas.

**Unit 1 Introduction**

**8 Hours**

Definition, Scope and Objectives of Human Resource Management; Personnel Vs Human Resource Management; Functions of Human Resource Management, Human Resource Research, HR's changing role: Human resource manager, HR outsourcing, Professional employers' organizations, Line managers, HR as a strategic partner; Ethics and human resource management

**Unit 2 Acquisition of Human Resource**

**12 Hours**

Meaning of Human Resource Planning, Need for human resource planning, Process of human resource planning, Job analysis: Purpose and use Steps in job analysis, Job description: Guidelines for writing job description, Job specification, Recruitment and Selection process:, Recruitment: Steps in recruitment process, Sources, Methods of Recruitment, Selection: Selection procedure, Steps in selection procedure Psychological testing, Interviews, Placement and Induction, Classification/types of psychological testing, Types of interviews, Guidelines for effective interview, Interview techniques, Placement, Orientation, Induction Promotions, Transfer, Separation, Absenteeism and Turnover, Types and purpose of promotion, Demotion and it's causes Purpose and procedure of transfer, Measures of control of absenteeism, Impact and causes of turnover, Measures to control turnover,

**Unit 3 Developing Human Resource**

**10 Hours**

Meaning of Training and Development Distinction between training and development, Need and Importance of training, Training methods – on the job training, Job Instruction Training ( JIT), Vestibule training, Off the job training, Purpose and objective of Management Development, Organizational Development,

Performance Appraisal: Importance and purpose, Evaluation process, Methods, Techniques or tools for performance appraisal

**Unit 4 Compensation**

**8 Hours**

Job evaluation: Objectives, Procedure and advantages, Basis job evaluation methods, Compensation, Reward, Wage levels and wage structures, Wage determination process, Factors affecting wage and salary structure and administration,

Rewards and incentives; Meaning and types of rewards, Employee benefits and employee services

**Unit 5 Industrial relations and employee security**

**10 Hours**

Meaning of industrial relations, Concept of trade unions, Reasons behind joining unions, Objectives and functions of trade unions, Employee safety and Industrial health - Employee safety: Industrial accidents – nature and causes Safety Programme and policy, Safety officer, Industrial health, Industrial disputes Introduction, Form of disputes, Causes and Settlement of disputes, Meaning and process of Collective bargaining

**Reference Books:**

1. David A Decenzo and Stephen P. Robbins, *Personnel/Human Resource Management*
2. As Wathappa, K., (2010), *Human Resource Management*, Mc Graw Hill Education
3. Jyothi P. and Venkatesh, D. N., (2006), *Human Resource Management*, Oxford Higher Education