

GE: MG 304: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Course Objective:

The objective of this course is to help the students to develop an understanding of the concept and functions of human resource management. The course also aims to explore the recent practices and trends in human resource management.

Learning Outcomes:

The course aims to:

- i. Enhance the understanding of role of human resource management and explore the recent trends of human resource management
- ii. Develop an understanding of human resource management functions and practices.
- iii. Enhance awareness of certain important issues in industrial relations.

Course Contents:

Unit I

(2 Weeks)

Introduction, Concept and Importance of Human Resource Management, Functions and Role of Human Resource Management; Globalization and its Impact on HR trends of Human Resource in India; Work life balance; Human Resource Information Systems; Overview of International HRM polycentric geo centric ethnocentric approaches.

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 1

Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons, Chapter 1,2

Unit II

(3 Weeks)

Human Resource Planning, Need and process, HR Forecasting Techniques Skill inventories; Job analysis-Uses, methods, Job description & Job specifications; Recruitment: Factors affecting recruitment, internal & external sources; Selection process; Orientation: Concept and process.

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 4,5,6,7

Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons, Chapter 8

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Unit III

(4 Weeks)

Training: Concept, Training Process, Methods of training; Management development: Concept & Methods; Performance Management System: Concept, uses of performance appraisal, performance management methods; Career planning: Importance and stages.

Compensation: Components of pay, factors influencing compensation, steps in determining compensation, job evaluation; Incentives: Importance and types; Benefits: Need, types of benefits.

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 8,9,10,11,12,13
Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons, Chapter 10,11

Unit IV

(3 Weeks)

Introduction to Industrial Relations; Industrial disputes: concept, causes & machinery for settlement of disputes; Employee Grievances- concept, causes, grievance redressal procedure; Discipline- concept, aspects of discipline & disciplinary procedure; Collective bargaining: concept, process, problems, essentials of effective collective bargaining.

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 15
Chhabra T.N- Human Resource Management Concept & Issues, Dhanpat Rai and company, Chapter 32,33,34,36,37

Text Books:

1. Dessler Gary, Warkkey Biju- Human Resource Management, Pearson.
2. Decenzo and Robbins- Fundamentals of Human Resource Management, John Wiley and sons.
3. Chhabra T.N- Human Resource Management Concept & Issues, Dhanpat Rai and company.

Additional Readings:

1. Aswathapa K. Human Resource and Personal Management: Text and Cases. Tata McGraw-Hill Publishing Company Limited. New Delhi.
2. Rao V.S.P. Human Resource Management, Pearson

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Note: Latest edition of the readings may be used.

Teaching Learning Process:

Lectures, Presentations, Case studies, Term Paper on a given topic

Assessment Methods:

Internal assessment 25 marks

Written exam 75 marks

Keywords:

Human resource planning, Training and development, Performance management, Job analysis, Benefits, Collective bargaining, Recruitment and selection