

MC 402: HUMAN RESOURCE MANAGEMENT

Course Objective:

The objective of this course is to help the students to develop an understanding of the concept & and essential functions of human resource management. The course will use and focus on Indian experiences, approaches and cases.

Learning Outcomes:

The course aims to:

- i. Enhance the understanding of the role of Human Resource Management and explore the recent trends of HRM.
- ii. Introduce the basic concepts, functions and processes of human resource management
- iii. Develop an understanding of HRM systems and their implementation through exploring the practice of Staffing, Training and Development, Performance Management and Compensation.
- iv. To build awareness of certain important issues in Industrial Relations.

Course Contents:

Unit I

(2 Weeks)

Human Resource Management: Concept and Functions; HRD-definition, goals and challenges; The changing environment of HRM – globalization, cultural environment, technological advances, workforce diversity, corporate downsizing, changing skill requirement, HRM support for improvement programs, Work life balance.

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 1,3

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

Unit II

(3 Weeks)

Human Resource Planning: Process, Forecasting demand & supply, Skill inventories, Succession planning; Human Resource Information System (HRIS); Job analysis – Uses,

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methods, Job description & Job specifications; Recruitment: internal & external sources, Selection process, Tests in selection, concept of reliability and validity in selection; 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

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, factors that distort appraisal; Career planning: career life stages, career anchors, Compensation: Steps in determining compensation, job evaluation, components of pay structure, factors influencing compensation levels, Trends in Compensation; Incentives: Importance and types; Benefits-Types, Brief introduction to social security, health, retirement & other 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)

Industrial Relations: Introduction to Industrial Relations; Trade unions role, types, functions, problems; 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, types, process, problems, essentials of effective collective bargaining

References:

Dessler Gary, Warkkey Biju- Human Resource Management, Pearson, Chapter 15

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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. R. Wayne Mondy&Rober M. Noe. Human Resource Management, Pearson.
3. Rao V.S.P.Human Resource Management,Pearson.

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 and incentives, Collective bargaining, Trade unions