

## HUMAN RESOURCE MANAGEMENT

II Semester: MBA								
Course Code	Category	Hours / Week			Credits	Maximum Marks		
		L	T	P	C	CIA	SEE	Total
CMBC15	Core	3	1	-	4	30	70	100
		<b>Contact Classes: 45</b>		<b>Tutorials Classes: 15</b>		<b>Practical Classes: Nil</b>		<b>Total Classes: 60</b>
<p><b>I. COURSE OVERVIEW:</b>            Human Resource Management links people-related activities to business strategy. The course develops a critical understanding of the role and functions of the various human resource activities in an organization, providing students with a comprehensive review of key HRM concepts, techniques and issues. Topics include job analysis and design, recruitment and selection, evaluation, performance management, occupational health and safety, and the strategic contribution of HRM to organizational performance and evaluating HRM effectiveness. Working with contemporary case studies, collaborative and individual work processes enhances communication and discourse characteristic of the HRM context and environment.</p>								
<p><b>II. COURSE OBJECTIVES:</b>  <b>The students will try to learn:</b></p> <ol style="list-style-type: none"> <li>I. The role of human resource management in the effective management of organizations.</li> <li>II. The process of recruitment, selection and performance management system in an organization.</li> <li>III. Basic training strategies and specifications for the delivery of training programs.</li> <li>IV. The processes for compensation management and reward systems.</li> <li>V. The industrial relations and knowledge of labor laws and contemporary issues in human resource management.</li> </ol>								
<p><b>III. COURSE OUTCOMES:</b>  <b>After successful completion of the course, students will be able to:</b></p> <p><b>CO 1:</b> Summarize and apply basic human resource management concepts to real-world business situations.</p> <p><b>CO 2:</b> Narrate the use of manpower planning and human resource analysis to determine the right individuals for the job.</p> <p><b>CO 3:</b> Define the terms "recruitment" and "selection" in order to assign qualified candidates to certain tasks.</p> <p><b>CO 4:</b> Recognize and classify various recruitment and selection procedures in order to improve employee performance.</p> <p><b>CO 5:</b> Demonstrate the concept of training and development, as well as describe the different types of training available to improve employee talents and performance.</p> <p><b>CO 6:</b> Identify performance appraisal procedures that can help you to improve your work skills, knowledge, talents, and personalities.</p> <p><b>CO 7:</b> Develop compensation and benefit strategy to recruit, motivate, and retain outstanding talent.</p> <p><b>CO 8:</b> Divide the various types of rewards for increased productivity into subgroups.</p> <p><b>CO 9:</b> Incorporate harmonious labor relations and labor laws to ensure continuous manufacturing.</p> <p><b>CO 10:</b> Demonstrate global human resource management in order to make well-informed business decisions.</p>								
<b>IV. SYLLABUS:</b>								
<b>UNIT-I</b>	<b>INTRODUCTION TO HUMAN RESOURCE MANAGEMENT</b>						<b>Classes:10</b>	
Nature, importance of HRM, objectives and functions HR as a source of competitive advantage, Equal opportunity and the Law, Human Resource Management and Analysis, Human Resource Planning and Human capital Analysis, agile HR.								
<b>UNIT-II</b>	<b>RECRUITMENT AND SELECTION</b>						<b>Classes:10</b>	
Hiring process and hiring decision, external and internal hiring, screening the candidates, Job analysis – critical incident technique, position analysis questionnaire, subject expert workshops, job								

analysis questionnaire.		
<b>UNIT-III</b>	<b>TRAINING AND DEVELOPMENT</b>	<b>Classes:08</b>
Training and developing of employees, methods of training, performance management and appraisal. Methods and techniques of performance appraisal, managing employee retention, engagement, and careers.		
<b>UNIT-IV</b>	<b>COMPENSATION AND REWARD MANAGEMENT</b>	<b>Classes: 08</b>
Establishing Strategic Pay Plans, components of Employee remuneration , Pay for Performance and Financial Incentives,Benefits and Services		
<b>UNIT-V</b>	<b>EMPLOYEE RELATIONS</b>	<b>Classes: 09</b>
Ethics, Employee Relations, and Fair Treatment at Work,Labor Relations and Collective Bargaining,Employee welfare measures,Managing Global Human Resources,Managing Human Resources in Small and Entrepreneurial Firms, employee separation.		
<b>Text Books:</b>		
<ol style="list-style-type: none"> <li>1. V.S.P. Rao, “Human Resource Management”, Cengage Learning, 8<sup>th</sup>Edition, 2019.</li> <li>2. Raman Preet, “Future of Human Resource Management: Case Studies with Strategic Approach”, Cengage Learning, 5<sup>th</sup>Edition, 2019.</li> <li>3. K.Aswathappa, “Human Resource Management”, Mc Graw-Hill, 8<sup>th</sup>Edition, 2017.</li> <li>4. Gary Dessler, Biju Varkkey. “Human Resource Management”, Pearson, 4<sup>th</sup>Edition, 2017.</li> <li>5. Robert L.Mathis, John H.Jackson, Manas Ranjan Tripathy, “Human Resource Management”, Cengage Learning, 10<sup>th</sup>Edition, 2016.</li> <li>6. Gary Dessler, Human Resource Management, Pearson Publications, 15<sup>th</sup>Edition, New Delhi, 2011.</li> <li>7. Aryasri, A. V. V Raju, "Human Resources Management", Students Helpline Publishing House Private Limited, 2<sup>nd</sup>Edition, 2010.</li> <li>8. R S. Dwivedi, Human Resource Management, Vikas publishing house, 2<sup>nd</sup>Edition, Bangalore, 2009.</li> </ol>		
<b>Reference Books:</b>		
<ol style="list-style-type: none"> <li>1. Venkata Raman C. S, Srivastava B. K, "Personnel Human Resource Management", Tata McGraw Hill, 2<sup>nd</sup> Edition, 2009.</li> <li>2. Cynthia D. Fisher, Lyle F. Schoenfeld, "Human Resource Management", Wiley India Publishers, 3<sup>rd</sup> Edition, 2009.</li> <li>3. Jyothi," Human Resource Management", Pearson Education, 12<sup>th</sup> Edition, 2009.</li> <li>4. R. Wayne Mondy, Robert M. Noe, "Human Resource Management", Pearson Education, 5<sup>th</sup> revised Edition, 2009.</li> </ol>		
<b>Web References:</b>		
<ol style="list-style-type: none"> <li>1. <a href="https://play.google.com/books/reader?id=-NbrDQAAQBAJ&amp;hl=en&amp;pg=GBS.PT14">https://play.google.com/books/reader?id=-NbrDQAAQBAJ&amp;hl=en&amp;pg=GBS.PT14</a></li> <li>2. <a href="https://play.google.com/books/reader?id=QCkq8zyRPYC&amp;hl=en&amp;pg=GBS.PT26.w.5.0.49">https://play.google.com/books/reader?id=QCkq8zyRPYC&amp;hl=en&amp;pg=GBS.PT26.w.5.0.49</a></li> <li>3. <a href="https://play.google.com/books/reader?id=51G11zh2yp8C&amp;hl=en&amp;pg=GBS.PR13">https://play.google.com/books/reader?id=51G11zh2yp8C&amp;hl=en&amp;pg=GBS.PR13</a></li> <li>4. <a href="https://play.google.com/books/reader?id=3tY8DgAAQBAJ&amp;hl=en&amp;pg=GBS.PA6">https://play.google.com/books/reader?id=3tY8DgAAQBAJ&amp;hl=en&amp;pg=GBS.PA6</a></li> </ol>		
<b>E-Text Books:</b>		
<ol style="list-style-type: none"> <li>1. <a href="https://www.pdfdrive.com/human-resources-management-set-concepts-methodologies-tools-and-applications-human-resources-management-concepts-methodologies-tools-and-applications-e175226969.html">https://www.pdfdrive.com/human-resources-management-set-concepts-methodologies-tools-and-applications-human-resources-management-concepts-methodologies-tools-and-applications-e175226969.html</a></li> <li>2. <a href="https://www.pdfdrive.com/human-resource-management-e5972245.html">https://www.pdfdrive.com/human-resource-management-e5972245.html</a></li> <li>3. <a href="https://www.pdfdrive.com/human-resource-management-e30956441.html">https://www.pdfdrive.com/human-resource-management-e30956441.html</a></li> <li>4. <a href="https://www.pdfdrive.com/human-resource-management-practice-yimgcom-e11037371.html">https://www.pdfdrive.com/human-resource-management-practice-yimgcom-e11037371.html</a></li> <li>5. <a href="https://open.lib.umn.edu/humanresourcemanagement/">https://open.lib.umn.edu/humanresourcemanagement/</a></li> <li>6. <a href="https://primo.csu.edu.au/permalink/61CSU_INST/1hkg98a/alma991001683790402357">https://primo.csu.edu.au/permalink/61CSU_INST/1hkg98a/alma991001683790402357</a></li> <li>7. <a href="https://www.freebookcentre.net/business-books-download/Human-Resource-Management-by-Kamaraj-College.html">https://www.freebookcentre.net/business-books-download/Human-Resource-Management-by-Kamaraj-College.html</a></li> </ol>		