

JYOTI NIVAS COLLEGE AUTONOMOUS

Name of the Program: Bachelor of Business Administration (BBA)

Course Code: BBA 2.2

Name of the Course: Human Resource Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	60 Hrs

Pedagogy: Classroom’s lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,

COURSE OBJECTIVES

- The course will help students to understand various concepts in relation to this domain.
- Students will be able to distinguish and describe Human Resource activities.
- Enable students to critically examine and apply the knowledge gained in taking correct decisions.

LEARNING OUTCOMES

- To understand various terms and concepts in relation to Human Resource Management.
- To elaborate Human Resource activities, such as, Human Resource Planning, recruitment, selection, induction, training and compensation.
- To summarize performance appraisal and its process.
- To illustrate employee engagement and the psychological contract.

Syllabus:	Hours
Module No. 1: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	12
Meaning and Definition of HRM – Features Objectives, Differences between Human Resource Management and Personnel Management, Importance, Functions and Process of HRM, Role of HR Manager, Trends influencing HR practices	
Module No. 2: HUMAN RESOURCE PLANNING, RECRUITMENT & SELECTION	14
Human Resource Planning: Meaning and Importance of Human Resource Planning, Process of HRP HR Demand Forecasting- Meaning and Techniques (Meanings Only) and HR supply forecasting. Succession Planning – Meaning and Features Job Analysis: Meaning and Uses of Job Analysis, Process of Job Analysis – Job Description, Job Specification, Job Enlargement, Job Rotation, Job Enrichment (Meanings Only) Recruitment – Meaning, Methods of Recruitment, Factors affecting Recruitment, Sources of Recruitment Selection –Meaning,StepsinSelectionProcess,PsychometrictestsforSelection,Barriersto effective Selection, Making Selection effective; Placement, Gamification – Meaning and Features	
Module No.3: INDUCTION, TRAINING AND COMPENSATION	12

Induction: Meaning, Objectives and Purpose of Induction, Problems faced during Induction, Induction Program Planning.

Training: Need for training, Benefits of training, Assessment of Training Needs and Methods of Training and Development; Kirkpatrick Model; Career Development.

Compensation: Direct and Indirect forms of Compensation (Meaning Only), Compensation Structure.

Module No.4: PERFORMANCE APPRAISAL, PROMOTION & TRANSFERS

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Performance appraisal: Meaning and Definition, Objectives and Methods of Performance Appraisal – Uses and Limitations of Performance Appraisal, Process of Performance Appraisal

Promotion: Meaning and Definition of Promotion, Purpose of Promotion, Basis of promotion

Transfer: Meaning of Transfer, Reasons for Transfer, Types of Transfer, Right Sizing of Work Force, Need for Right Sizing

Module No.5: EMPLOYEE ENGAGEMENT AND PSYCHOLOGICAL CONTRACT

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Employee Engagement (EE): Meaning and Types of EE, Drivers of Engagement - Measurement of EE, Benefits of EE.

Psychological contract: Meaning and features

SKILL DEVELOPMENTS ACTIVITIES:

1. Preparation of Job Descriptions and Job specifications for a Job profile
2. Choose any MNC and present your observations on training program
3. Develop a format for performance appraisal of an employee.
4. Discussion of any two Employee Engagement models.
5. Analysis of components of pay structure based on the CTC sent by the Corporate to the institute for the various jobs of different sectors.

TEXTBOOKS:

1. Aswathappa, Human Resource Management, McGraw Hill Edwin
2. Flippo, Personnel Management, McGraw Hill C.B. Mammoria,
Personnel Management, HPH
3. Subba Rao, Personnel and Human Resources Management, HPH Reddy
- & 4. Appanniah, Human Resource Management, HPH Madhurimalal, Human
Resource Management, HPH
5. S. Sadri & Others: Geometry of HR, HPH Rajkumar:
Human Resource Management I.K. Intl
6. Michael Porter, HRM and Human Relations, Juta & Co. Ltd.
7. K. Venkataramana, Human Resource Management, SHBP Chartered
Accountants of India, New Delhi.

Note: Latest edition of textbooks may be used.