

**JYOTI NIVAS COLLEGE AUTONOMOUS
SYLLABUS FOR 2018 BATCH AND THEREAFTER**

Programme: B.Voc. (Banking and Finance)

Semester: III

HUMAN RESOURCE MANAGEMENT

Course Code: 18BVB303

No. of Hours:60

COURSE OBJECTIVES:

- To enable students to understand key concepts in HRM.
- To give them an insight into the working of the HR department.
- To introduce the students to recent trends in HRM.

LEARNING OUTCOMES:

- To enable the students to evaluate the needs of human resources in various organizations.
- To analyse the training needs in an organization.
- To professionally overcome the various challenges involved in managing human resources.

UNIT

1:

16HRS

Human Resource Management: Meaning of HRM – Functions of HRM & its environment — Objectives of HRM – Role of HR Manager — Typical organization set up of HR Department HR Development – Meaning, importance, Instruments of HRD– Major Challenges of HRM

UNIT 2: Human Resource Planning:

14HRS

Human Resource Planning, Employer Branding, Recruitment, Selection Placement and Induction: Meaning and importance of HRP, Types of HRP, Benefits of HRP, Problems in HRP; Recruitment meaning, source of recruitment, selection – meaning objectives, problems involved in placements, induction – objectives & purpose of induction

UNIT 3: Training and Development:

8HRS

Meaning, Objectives, Need and importance of training, process, Methods of training, Training and development as a source of competitive advantage, Knowledge management (concepts only).

UNIT 4: Performance Appraisal & Compensation:

12HRS

Performance appraisal – Meaning, Objectives, Methods of PA, limitations, 360° PA technology, 720° PA technology. Factors influencing wage and salary administration,

meaning & objective of compensation, job evaluation, human resource information system, (concepts only) Human resource audit- objectives, scope, and approaches.

UNIT 5: Placement, Promotion and Separation:

10HRS

Promotion, Transfers: Promotion – Meaning, purpose, basis of promotion transfer – meaning, reasons for transfer, types of transfer

Basic legal concepts of Industrial relations and separations: Industrial relation- objectives, significance of good industrial relations, parties to IR, approaches (concepts only) --right sizing of work force, need for right sizing, Exit meetings.

SKILL COMPONENT

- Visit any three organizations and identify the role and efficiency of HR department.
- Discussions with the HR departments to find out the company's requirements for prospective employees.
- Visit any three organizations and identify the various methods of training their employees.
- Prepare a report on the importance of performance appraisal in different organizations

BOOKS FOR REFERENCE

1. S.K Bhatia, Human Resource Management, Deep & Deep Publications Pvt. Ltd
2. Edwin Flippo, Personnel Management, TATA McGraw Hill
3. Aswathappa, Personnel and Human Resource Management, TATA McGraw Hill
4. Subba Rao, Human Resource Management, Himalaya Publishing House.
5. Rosy Joshi, Shashi K Gupta, Human Resource Management , Kalyani Publisher.