

JYOTI NIVAS COLLEGE AUTONOMOUS

Programme: B.Com LSCM/TM

Semester: V

HUMAN RESOURCE MANAGEMENT

No. of Credits: 3

No. of Hours: 45

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 analyze the training needs in an organization.
- To professionally overcome the various challenges involved in managing human resources.

UNIT 1: HUMAN RESOURCE MANAGEMENT:

12 HRS

Meaning of HRM – Functions of HRM and 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. Current trends of Human Resource in Logistics and Tourism Sector

UNIT 2: HUMAN RESOURCE PLANNING:

10 HRS

Recruitment, Selection Placement and Induction: Meaning and importance of HRP, Succession Planning and Self Branding(Basic Concept), Types of HRP, Benefits of HRP, Problems in HRP; Recruitment meaning, source of recruitment, selection – meaning objectives, induction – objectives and purpose of induction.

UNIT 3: TRAINING AND DEVELOPMENT:

08 HRS

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 AND COMPENSATION: 08 HRS

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

UNIT 5: PROMOTION AND TRANSFERS: 07 HRS

Promotion – Meaning, purpose, basis of promotion transfer – meaning, reasons for transfer, types of transfer Industrial relation objectives, significance of good industrial relations, parties to IR, right sizing of work force, need for right sizing, Exit meetings.

SKILL DEVELOPMENT ACTIVITIES:

- 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.
- Overview of New Labour Courts.

BOOKS FOR REFERENCE

1. S.K Bhatia, Human Resource Management, Deep and Deep Publications Pvt. Ltd
2. dwin 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

Note: Latest edition of text books may be used.