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|  **BBA 304: Human Resource Management** |
| **Teaching Scheme** | **Examination Scheme** |
| Lectures: 3 hrs/Week | Class Test -12Marks |
| Tutorials: 1 hr/Week | Teachers Assessment - 6MarksAttendance – 12 Marks |
|  Credits: 4 | End Semester Exam – 70 marks |

# Course Objectives: The objectives of human resource management is to appreciate the importance of human resource management as a field of study and as a central management function; Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions; Know the elements of the HR function and be familiar with each element’s key concepts & terminology; and apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.

# Course Outcomes:

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| CO1 | Synthesize the role of human resources management as it supports the success of the organization, including the effective development of human capital as an agent for organizational change. |
| CO 2 | Demonstrate knowledge of laws that impact behavior in relationships between employers and employees that ultimately impact the goals and strategies of the organization.  |
| CO 3 | Demonstrate knowledge of the practical application of training and employee development as it impacts organizational strategy and competitive advantage. |
| CO4 | Understand the performance appraisal and its various methods, which help the organization to evaluate employee’s performances well as helps in making decisions regarding their increment, promotion and transfer further training & development. |
| CO5 | Understand the role of employee benefits and compensation as a critical component of employee performance, productivity, and organizational effectiveness. |
| CO6 | Show evidence of the ability to analyze, manage, and problem-solve to deal with the challenges and complexities of the practice of collective bargaining, grievance management, trade unions, & workers' participation management. |

**Course Content -**

**Unit-1**

Introduction: Concept, function, Scope of HRM, Functions, and Responsibilities of HR Manager, Difference between Personnel Management & Human Resource Management, Concept of Human Resource Development, Introduction to Human Capital Management, Contemporary issues in HRM.

**Unit-2**

Job Analysis, Job Description and Job Specification, Human resource planning; concept and process, Job Enrichment and Job Enlargement, Recruitment and Selection, concept, sources of recruitment, steps of selection process, Concept of placement and induction

**Unit-3**

Training and Development: Concept and Importance, and Process, Types of Training, evaluation of training Management Development Programmes.

**Unit-4**

Performance Appraisal: Purpose of Appraisal, Appraisal criteria, Methods of Appraisal, traditional and modern

**Unit-5**

Compensation: concept, nature and components of pay structure in India, job evaluation; concepts and types. Employee separation safety and health, Promotion, Transfer, Demotion

**Unit-6**

Industrial Relations: Concept, importance, Collective Bargaining, Workers Participation in Management, Grievance Management, Trade Unions.

**Text and Reference Books-**

1. Managing Human Resource, Garry Dessler & Bijju Barkey, Pearson Education, 12th Edition
2. Personnel Management, Edwin B. Flippo, Tata Mc Graw Hills, 5th Edition
3. Personnel Management, M. J. Jucius, Prentice Hall of India Pvt. Ltd, 3rd Edition
4. Personnel/Human Resources Management, David A. Decenzo and Stephen P Robins; Prentice Hall of India Pvt.Ltd.2004
5. Designing and Managing Human Resources Systems, Parekh Udai and Rao T.V; New Delhi Oxford and IBH, 198