

Name of Institute: Indus Institute of Management Studies (IIMS)

Name of Faculty: Dr. Neelam Kshatriya

Course code: BC0301

Course name: HUMAN RESOURCE MANAGEMENT

Pre-requisites: Management Concepts

Credit points: 6 Credits

Offered Semester: I

Course Lecturer (weeks 01 – 15)

Full name: Dr. Neelam Kshatriya

Department with siting location: Management

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Email: neelamkshatriya.mba@indusuni.ac.in

Consultation times: 3.00 PM to 4.00 PM

Students will be contacted throughout the Session via e-mail with important information relating to this Course. Google Classrooms will also be uploaded.

Course Objectives

The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organization.

Course Outcomes (CO)

- CO1: Introduce the students to human resource management functions.
- CO2: Familiarize the students about the working of different systems within HRM.
- CO3: Recognition of HR system's strategic contribution to business and organisations.
- CO4: Understanding of the labour legislation in context of employees.
- CO5: To understand the systems in HRM.
- CO6: To understand the framework of HRM.

Course Outline

UNIT I

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management

UNIT II

HR Planning and Talent Acquisition: HR Planning; Job Analysis – Job Description and Job Specification; Recruitment – Sources and Process. Selection - Process, Tests and Interviews.

UNIT III

Managing and Rewarding Employee Performance: Training and Development – Learning, training and development Performance Management System – Performance planning, appraisal and review. Compensation Management – Job evaluation, establishing pay structures, managing benefits and services, pay for performance, recognition and legal framework for compensation

UNIT IV

Managing Employee Relations: Employee Relations and Industrial Relations – Overview of Labour Legislations Industrial Disputes and Conflicts – Managing industrial unrest

Method of delivery

Lectures, PPT, case studies, experiential exercises, Active Learning Techniques.

Study time

Six hours per week

CO-PO Mapping (PO: Program Outcomes)

PO1: Enhance Conceptual clarity & domain knowledge

PO2: Create Awareness of Business Environment

PO3: Develop Effective communication skills

PO4: Build Analytical skills in Business

PO5: Comprehend Ethical and Social Responsibility

PO6: Build professional competence as per industry requirements

	PO1	PO2	PO3	PO4	PO5	PO6
CO 1	3	2	1	3	2	3
CO 2	3	2	2	2	1	2
CO 3	3	2	2	2	2	3
CO 4	3	2	1	1	2	1
CO 5	3	2	1	3	2	3
CO 6	3	3	2	2	2	2

Blooms Taxonomy and Knowledge retention (For reference)

(Blooms taxonomy has been given for reference)

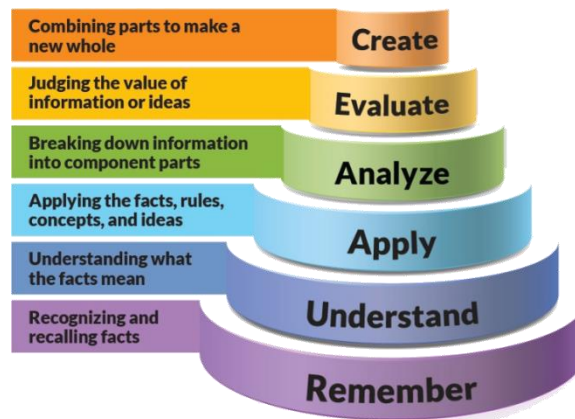


Figure 1: Blooms Taxonomy

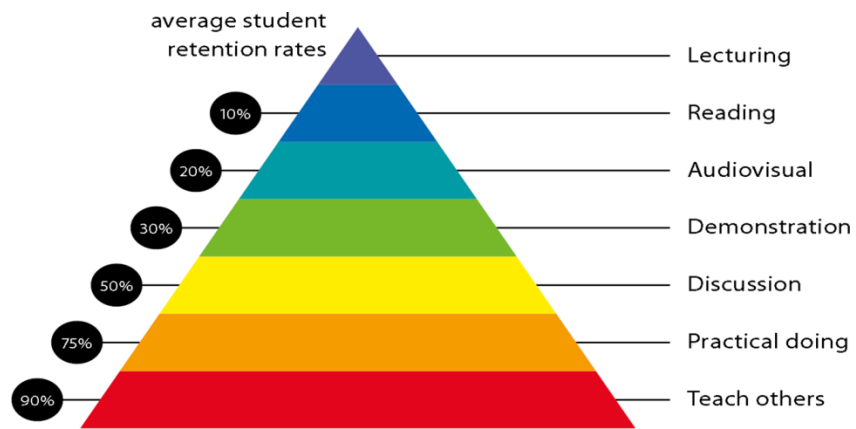


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of _____ Graduate Capabilities
<p>Informed</p> <p>Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.</p>	<p>1 Professional knowledge, grounding & awareness</p>
<p>Independent learners</p> <p>Engage with new ideas and ways of thinking and critically analyze issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.</p>	<p>2 Information literacy, gathering & processing</p>
<p>Problem solvers</p>	<p>3 Problem solving skills</p>

<p>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.</p>	
<p>Effective communicators</p> <p>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognize how culture can shape communication.</p>	<p>4 Written communication</p> <p>5 Oral communication</p> <p>6 Teamwork</p>
<p>Responsible</p> <p>Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.</p>	<p>7 Sustainability, societal & environmental impact</p>

Lecture times

Monday - 10:00 am -11:00 am

Tuesday - 9.00 am -10:00 am

Wednesday - 9.00 am -10:00 am; 10:05-11:05 am

Thursday - 9:00am-10:00 am

Friday - 9:00am –10:00 am

Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

Details of referencing system to be used in written work

Text books

1. Gary Dessler. A Framework for Human Resource Management. Pearson Education.
2. Ivancevich, John M. Human Resource Management. McGraw Hill.
3. TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi
4. Biswajeet Pattanayak, Human Resource Management, PHI Learning

Reference Books:

1. DeCenzo, D.A. and S.P. Robbins, Personnel/Human Resource Management, Pearson Education.
2. Bohlendar and Snell, Principles of Human Resource Management, Cengage Learning
3. Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.
4. Wreather and Davis. Human Resource Management. Pearson Education.

ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

Assignment	10 Marks
Group Presentaion	5 Marks
Attendance	5 Marks
Mid semester	40 Marks
Final exam (<i>closed book</i>)	40 Marks

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 40% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 40% marks to clear the concerned components.

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of -5% of the maximum mark per calendar day

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course schedule(subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
Weeks 1	Concept and Functions, Role, Status and competencies of HR Manager	CO1	Discussion & Lecture
Weeks 2	HR Policies, Evolution of HRM	CO1	Case Study Discussion & Lecture
Week 3	HRM vs HRD.	CO2	Lecture
Week 4	Emerging Challenges of Human Resource Management	CO2	Case Study & Lecture
Week 5	HR Planning	CO2	Lecture
Week 6	Job Analysis – Job Description and Job Specification	CO3	Discussion & Lecture
Week 7	Recruitment – Sources and Process	CO3	Discussion & Lecture
Week 8	Selection - Process, Tests and Interviews.	CO4	Lecture
Week 9	Training and Development – Learning, training and development Performance Management System – Performance planning, appraisal and review.	CO5 & CO6	Lecture
Week 10	Compensation Management – Job evaluation	CO5 & CO6	Lecture
Week 11	Mid Term Exams		

Week 12	Establishing pay structures, managing benefits and services,	CO5 & CO6	Lecture
Week 13	pay for performance, recognition and legal framework for compensation	CO5 & CO6	Case Study Discussion & Lecture
Week 14	Employee Relations and Industrial Relations	CO5 & CO6	Lecture
Week 15	Overview of Labour Legislations Industrial Disputes and Conflicts – Managing industrial unrest	CO5 & CO6	Case Study & Lecture