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

Name of Faculty: Dr Dharmil Patel

Course code: **IMB0507**

Course name: **Foundation for HR**

Pre-requisites: Basic concepts of business

Credit points: 2 Credits

Offered Semester: V

Course Lecturer (1 to 15 weeks)

Full name: Dr Dharmil Patel

Department with siting location: 4th Floor, Bhanwar Building.

Email: dharmilpatel.mba@indusuni.ac.in

Consultation time: 9:00 AM to 4:30 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

Course Objectives

The course objective is to develop effective understanding of relevant functional areas of Human Resource Management and its application. It also aims at development of skills in identification and resolution of problems related to Human Resource Management.

Course Outcomes (CO)

At the completion of the course, the student will be able to:

CO 1: Gain a solid understanding of key Human Resource Management concepts and skills.

CO 2: Identify and demonstrate the dynamic nature of the Human Resource Management.

CO 3: Develop the students' skills in applying the analytic perspectives; decision tools the field of Human Resource Management.

CO 4: Develop an understanding of the underlying concepts and the issues involved in Human Resource Management.

CO 5: Develop strong Human Resource Management plans.

CO 6: Develop an understanding to prepare Human Resource Management strategies.

CO- PO Mapping :

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6
CO 1	**3**	**2**	**3**	**1**	**2**	**2**
CO 2	**2**	**2**	**3**	**1**	**2**	**2**
CO 3	**3**	**1**	**3**	**1**	**2**	**3**
CO 4	**3**	**2**	**3**	**1**	**1**	**1**
CO 5	**3**	**1**	**3**	**1**	**1**	**1**
CO 6	**3**	**1**	**3**	**1**	**1**	**1**

Course Outline

Unit-I

Recruitment process
Selection process

Unit-II

Performance appraisal
Salary administration

Unit-III

Training and Development

Various kinds of letters and formats used in HRM

Unit-IV

Forms related to Labour laws.

Processes carried out in IR

Method of delivery

Lectures, role plays, case studies, experiential exercises, simulation and flipped classrooms.

Study time

Three hours per week

CO-PO Mapping (PO: Program Outcomes)

PO1: Develop Business Acumen & domain knowledge (With knowledge of

Management theories & practices)

PO2: Develop Leadership and Team building

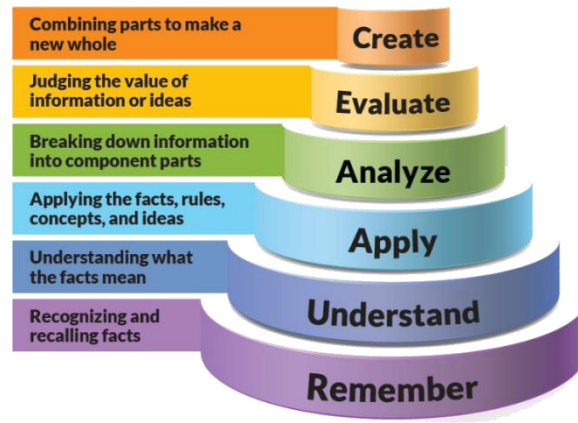PO3: Enhance Critical Thinking, Analysis & Problem Solving

PO4: Build Awareness of Global Business Environment

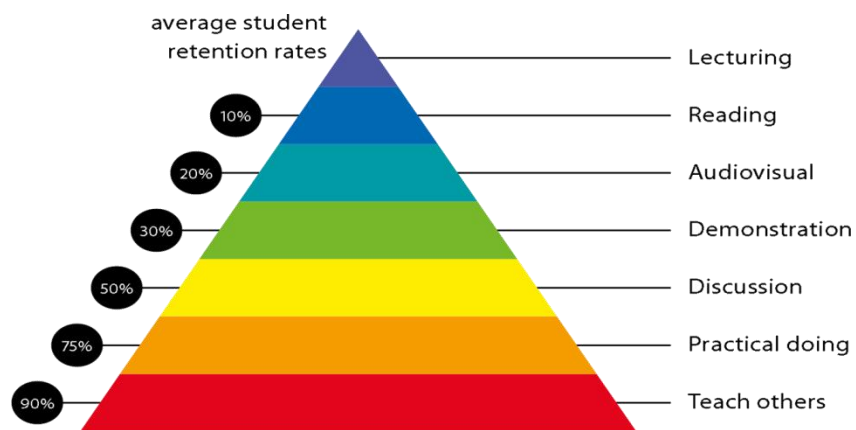PO5: Comprehend Legal, Ethical and Social Responsibility

PO6: Develop Communication Skills, Interpersonal and Soft Skills

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 ManagementGraduate Capabilities
Informed Gain an understanding of the complexity of Human Resource / Human Resource Management.	**1 Professional knowledge, grounding & awareness**
Independent learners Locate, evaluate and synthesize complex information. Opportunities to acquire these abilities are developed through lectures, case discussion and various experiential exercises.	**2 Information literacy, gathering & processing**
Problem solvers Having an understanding of Human Resource Management.	**4 Problem solving skills**
Effective communicators	**5 Written communication**
Develop the ability to reflect on issues on hand. Through active participation enhance the skills to communicate verbally and in writing and develop practices expected of today's professionals.	**6 Oral communication**
	7 Teamwork
Responsible Following Human Resource Management practices.	**10 Sustainability, societal & environmental impact**

Practical work: VISITING LAW OF COURTS/OFFICES

Lecture/tutorial times:

Lecture	**Tuesday**	**10:05 to 11.05 am**
Lecture	**Thursday**	**3:10 pm to 4:10 pm**

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:

Mirza S Saiyadain. Human Resource Management. Tata McGraw-Hill Latest Editions

Reference Book

Snell, Bohlander,Vohra. Human Resource Management.

Cengage Learning

P. Jyothi and D.N.Venkatesh. Human Resource Management.

Oxford University Press Latest Edition

P. Subba Rao. Essential of Human Resource Management and

Industrial Relations. Himalaya Latest Edition

K. Aswasthapa Human Resource Management TATA McGraw

Hill Latest Edition

C.B.MAMORIA & S .V Gankar. Human Resource Management.

Himalaya Publishing House Latest Edition

John M. Ivancevich . Human Resource Management, Ninth

Edition – Tata McGraw Hill

Gomez, Mejia, Balkin and cardy Managing Human Resources,

Third Edition- Pearson Education

S.C.Srivastava. Industrial Relations & Labor Laws, Fourth

Revised Edition– Vikas Publishing House

Websites, newspapers, magazines to be referred for better understanding of the course.

https://labour.gov.in- Website of Ministry of Labour and Employment ,Government of India

https://col.gujarat.gov.in - Website of Director of Labour , Labour and Employment Department ,Government of Gujarat

'Research in Personnel and Human Resources Management'- Journal by JAI Press.

The Times of India- Newspaper ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

Internal evaluation pedagogy for 60 marks:

Written Exam- 40 Marks

Other components like attendance, assignment, viva, presentation etc...- 20 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.

Practical Work Report/Laboratory Report:

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of some marks 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)

	Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
	Week 1	**Recruitment process**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 2	**Recruitment process**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 3	**Selection process**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture/Case/Role play
	Week 4	**Performance appraisal**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture & Case
	Week 5	**Performance appraisal**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture & Case
	Week 6	**Salary administration**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 7	**Salary administration**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture/Case/Role play
	Week 8	**Training and Development**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 9	**Training and Development**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 10	**Various kinds of letters and formats used in HRM**	CO1, CO2, CO4	Lecture
	Week 11	Mid sem exam		
	Week	**Various kinds of letters and**	CO1, CO2, CO4	Lecture

	12	formats used in HRM		
	Week 13	**Forms related to Labour laws.**	CO1, CO2, CO4	Lecture
	Week 14	**Processes carried out in IR**	CO1, CO2, CO3, CO4, CO5, CO6	Lecture
	Week 15	Revision		Lecture