

Sem.	Course Code	CORE PAPER VI: HUMAN RESOURCE MANAGEMENT	Total Marks: 100		Hours Per Week	Credit
			CIA: 25	ESE: 75		
II	17PBBCT202				5	4

Objective: To acquaint students with the techniques and principles to manage human resource of an organisation.

Unit I

Human Resource Management: Concept and Functions - Role, Status and Competencies of HR Manager - HR policies - Evolution of HRM - Emerging Challenges of Human Resource Management - Workforce Diversity, Empowerment, Downsizing, VRS, Work Life Balance.

Unit II

Acquisition of Human Resource: Human Resource Planning - Quantitative and Qualitative Dimensions - Job Analysis – Job Description and Job Specification - Recruitment – Concept and sources - Selection – Concept and Process - Test and Interview - Placement, Induction and Socialization - Retention.

Unit III

Training and Development: Concept and importance - Role Specific and Competency Based Training - Training and Development Methods – Apprenticeship, Understudy, Job Rotation, Vestibule Training, Case Study, Role Playing, Sensitivity Training, In-basket, Management Games, Conferences and Seminars, Coaching and Mentoring, Management Development Programs - Training Process Outsourcing.

Unit IV

Performance Appraisal: Nature, Objectives and Process - Performance Management - Methods of Performance Appraisal - Potential Appraisal - Employee Counselling - Job Changes - Transfers and Promotions - Human Resource Audit. Compensation: Concept and Policies, Base and Supplementary Compensation - Individual, Group and Organization Incentive Plans - Fringe Benefits - Performance Linked Compensation - Employee Stock Option - Pay Band Compensation System - Job Evaluation.

Unit V

Maintenance of employees and Emerging Horizons of HRM: Employer-Employee Relations - An Overview - Grievance Handling and Redressal - Industrial Disputes: Causes and Settlement Machinery – Case Studies - Human Resource Information System and e-HRM.

TEXT BOOK:

Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi.

REFERENCE BOOKS:

1. L.M. Prasad, Human Resource Management, Sultan Chand & Sons, New Delhi.
2. S.S.Khanka, Human Resource Management, S.Chand, New Delhi.
3. Keith Darvis, Human behaviours at work, McGraw Hill Higher Education.
4. C.B. Memoria, Personnel Management, Himalaya Publishing House.

QUESTION PAPER PATTERN		
SECTION - A	SECTION - B	SECTION - C
10 x 1 = 10 Marks (Multiple Choice, Four options) Two questions from each unit	5 x 7 = 35 Marks (Either or choice) Two questions from each unit	3 x 10 = 30 Marks (Answer any three Questions) One Question from each unit