

Course related to Professional Ethics

<b>Sem.</b>	<b>Course Code</b>	<b>CORE PAPER VI: HUMAN RESOURCE MANAGEMENT</b>	<b>Total Marks: 100</b>		<b>Hours Per Week</b>	<b>Credit</b>
<b>II</b>	<b>21PBCT202</b>		<b>CIA: 50</b>	<b>ESE: 50</b>	<b>5</b>	<b>4</b>

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

**Course Outcomes:** On the successful completion of the course, students will be able to

CO1	Remember the concepts, functions, HR policy and understand the challenges of HRM.	K1-K5
CO2	Describe the meaning of terminology and tools used in managing the employees.	
CO3	Prepare selection strategy and training plan for employees.	
CO4	Compare and contrast different techniques involved in Performance appraisal process.	
CO5	Gain knowledge in applying horizons of employer and employee relations.	
K1 : Remember; K2 : Understand; K3 : Apply; K4 : Analyze; K5 : Evaluate.		

### Syllabus

Unit	Content
<b>Unit I</b>	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.
<b>Unit II</b>	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.
<b>Unit III</b>	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.
<b>Unit IV</b>	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.
<b>Unit V</b>	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.

**SKILL DEVELOPMENT ACTIVITIES:**

- Draft an advertisement for recruitment for an organization.
- Visit an organization and collect information about the various techniques used to train executives in that organization.
- List out wage and salary structure of any five companies.

**TEXT BOOK:**

- Aswathappa, K., Human Resource Management, Tata McGraw-Hill, New Delhi, 2017.

**REFERENCE BOOKS:**

1. L.M. Prasad, Human Resource Management, Sultan Chand & Sons, New Delhi, 2018.
2. S.S.Khanka, Human Resource Management, S.Chand, New Delhi, 2016.
3. Keith Darvis, Human Behaviours at work, McGraw Hill Higher Education, New York, 2018.
4. C.B. Memoria, Personnel Management, Himalaya Publishing House, Mumbai, 2018.

Course Designed By	Verified By	Approved By
Dr. N. SELVAKUMAR	Dr. M. SATHISH	Dr. H. VASUDEVAN

QUESTION PAPER PATTERN		
SECTION - A	SECTION - B	SECTION - C
<b>10 x 1 = 10 Marks</b> (Multiple Choice, Four options) Two questions from each unit	<b>5 x 3 = 15 Marks</b> (Either or choice) Two questions from each unit	<b>5 x 5 = 25 Marks</b> Answer ALL questions Question Number: 16 to 19 (Either or type), Question Number 20 is Compulsory - Case Study and it can be from any unit

**Mapping of COs with PO and PSOs**

PO/PSO	PO							PSO				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	S	S	S	M	S	M	S	S	S	S	M	M
CO2	S	S	M	M	S	M	S	M	M	S	M	S
CO3	S	S	S	M	S	M	S	S	S	S	S	M
CO4	S	S	S	M	S	M	S	M	M	S	M	S
CO5	S	S	S	S	S	M	S	S	S	M	S	M

**S - Strong; M - Medium; L - Low.**