

HUMAN RESOURCE MANAGEMENT

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	External Exam Time Duration
B.B.A.	III	Core	19BBA305	Human Resource Management	3	30	70	2 ½ Hours

COURSE OBJECTIVES

- To familiarize learners with basic concepts of Human Resource Management
- To introduce emerging issues in the field of HRM

COURSE CONTENT

Unit - 1	Human Resource Management
	Concept and Functions, characteristics and significance of HRM, HR Policies, HR Accounting, Changing environment of Human Resource Management- globalization, workforce diversity, corporate downsizing, technological advances, cultural environment, changing skill requirement, changing employee expectations
Unit – 2	Acquisition of Human Resource
	Human Resource Planning- process and significance, job analysis – job description and job specification; Recruitment – Concept and sources, e-recruitment, Selection – Concept and process, placement and induction.
Unit - 3	Training and Development
	Concept and Importance, Identifying Training and Development Needs, Designing Training Programmes, methods of training, Evaluating Training Effectiveness; Introduction to Management Development and Career Development.
Unit – 4	Performance appraisal and Compensation
	Concept, nature and objectives; Traditional and Modern Techniques of performance Compensation: concept- wage and salary, minimum, fair and living wage, factors influencing compensation levels, job evaluation; methods of wage payments with their merits and demerits.

REFERENCES

- K. Ashwathappa : HR &PM, Text and Cases: Tata MC Graw-Hill
- P. Subba Rao: Personnel and HRM: Text and Cases: Himalaya Publishing House
- Rao, V.S.P.: Human Resource Management- Text and Cases, Excel Books.
- Rudrabasavaraj M.N. Dynamics personnel Administration- Management of Human Resources, Himalaya Publication House.
- Gary Dessler. A Framework for Human Resource Management. Pearson.
- DeCenzo, D.A. and S.P. Robbins, “Personnel/Human Resource Management”, Prentice Hall of India, New Delhi.
- Chhabra, T.N. Essentials of Human Resource Management. Sun India Publication New Delhi.
- Ivancevich, John M. Human Resource Management. Mc.Graw Hill.