

Human Resource Management

Objective

The objective of this course is to familiarize participants with the principles and practices of Human Resource Management (HRM). This course provides an introduction to the various functions of HRM, including HR planning recruitment, selection, training, development, performance management etc. The course emphasis is on the understanding of the concepts of right person for right job with right policies. After taking this course the student will be able to:

- Develop understanding of functions of HRM and examine them from the perspective of both employee and employer.
- Develop an understanding of the issues and strategies required to hire, develop and retain manpower resources
- Develop an understanding of impact of HR related policies on the workforce
- Develop suitable skills essential for application in HR related issues

Contents

A. HRM Introduction

Significance – Definition & Functions-evolution of HRM- principles-Ethical Aspects of HRM- Role of HRM-HRM policies, Strategies to increase firm performance - Role and position of HR department - HRM at global perspective.

B. Human Resource Planning

Definition of HR Planning – Factors Affecting HR Planning – Human Resource Planning Process.

C. Job Analysis and Design

Concept of Job Analysis and Design – Outcome of Job Analysis - Process of Job Analysis – Application of Job Analysis – Methods of Job Analysis

D. Recruitment and Selection

Concept of recruitment and selection – Differentiate between recruitment and selection – Recruitment goals – Recruitment process – Strategic recruiting decisions – Sources of recruitment – Constraints on recruitment – Selection and its basic criteria – Selection process – Selection Methods.

E. Training and Development

Concept of Training and development – Importance of training and development –

Training and development Process - Training and development methods – Organizational Development – Career Planning and development.

F. Performance Management

Definition of Performance management – Differentiate between performance management and performance appraisal – The contribution of performance management for employees, managers and organizations – Purposes of performance management system – Characteristics of an ideal performance management system.

G. Health and Safety

Occupational Health–Benefits of Occupational health and safety - Components of occupational health-occupational Hazards - Policies for occupational hazards

H. Motivation, Separation and Retention

Meaning and concept of motivation – Theories of motivation – Benefits of motivation – Motivation for retention – Employee separation - types of employee separation - Voluntary and involuntary turnover – Job withdrawal – Job Withdrawal Process - Employee satisfaction and dissatisfaction.

I. Relevant Case Studies and real work examples with all the above topics.

Recommended Books

1. Noe, R. A., Hollenbeck, J. R., Gerhart, B. A., & Wright, P. M. (2017). *Fundamentals of human resource management* (7th ed.). McGraw-Hill Education.
2. Dessler, G. (2020). *Human Resource Management*. New York: Pearson.
3. Robbins, S. P., & Decenzo, D. A. (2011). *Human Resource Management*. Wiley.

- Note:**
1. Duration of course will be 10 weeks.
 2. Total 10 lectures of two hours duration will be delivered.
 3. Class time will be from 7:00 pm to 9:00 pm, once a week.
 4. Atleast 75% attendance is required to get a certificate.