

Veer Narmad South Gujarat University
Bachelor of Business Administration
Year – II (Semester – III) (W.E.F. June 2020)

Subject Name: Financial Management

Subject Code: 306

Objective of the course:

- The objective of this course is to help the students to develop an understanding of the concept & techniques of essential functions of human resource management.

Teaching Pedagogy:

Lectures, Guest Sessions, Group Work, Role Play, Seminars, Case Studies

Course Content

Unit 1: Human Resource Management (25%)

Human Resource Management: Concept, Functions, roles, skills & competencies, HRD-definition, goals and challenges. The changing environment of HRM – globalization, cultural environment, technological advances, workforce diversity, corporate downsizing, changing skill requirement, HRM support for improvement programs Work life balance, HR role in strategy formulation & gaining competitive advantage. HRM issues in Indian Organizations

Unit 2: Human Resource Planning (25%)

Human Resource Planning: Process, Forecasting demand & supply, Skill inventories, Brief Idea of HRIS (Human Resource Information System), succession planning, Job analysis – Uses, methods, Job description & Job specifications. Recruitment, Selection & Orientation: internal & external sources, e-recruitment, selection process, orientation process.

Unit 3: Training, Career Planning and Compensation (25%)

Training: Concept, Needs, Systematic approach to training, Methods of training. Management development: Concept & Methods. Performance management system: concept, uses of performance appraisal, performance management methods, factors that distort appraisal, appraisal interview. Career planning: career anchors, career life stages. Compensation: Steps of determining compensation, job evaluation, components of pay structure, factors influencing compensation levels, wage differentials & incentives, profit

sharing, gain sharing, employees' stock option plans, Brief introduction of social security, health, retirement & other benefits.

Unit IV: Industrial Relations & Collective Bargaining

(25%)

Industrial Relations: Introduction to Industrial Relations, Trade unions role, types, functions, problems, industrial dispute- concept, causes & machinery for settlement of disputes- grievance, concepts, causes & grievance redressal machinery, discipline-concept, aspect of discipline & disciplinary procedure, Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining .

Suggested Readings:

- ☐ *De Cenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley&Sons.*
- ☐ *Dessler, G: Human Resource Management, Pearson.*
- ☐ *Monappa&Saiyaddin: Personnel Management, Tata McGrawHill*
- ☐ *Rao, V.S.P.: Human Resource Management- Text and Cases, ExcelBooks*
- ☐ *R. Wayne Mondy&Rober M. Noe: Human Resource Management, Pearson*