

Veer Narmad South Gujarat University
 Bachelor of Business Administration Semester - 3
DSCC 7 - Human Resource Management (Major)

Course Type	Major
Course Title	Human Resource Management
Credits	4
Teaching per Week	4 Hours
Review / Revision	June, 2024
Minimum weeks / Semester	15 (Lectures, Guest Lectures, Case Study, Presentations, Group Assignments)
Medium of Instruction	English
Purpose of Course	To give an overview of HRM and its various concepts to students.
Course Objective	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.
Course Outcome	To develop the understanding of the concept of human resource management and to understand its relevance in organizations. To develop necessary skill set for application of various HR issues. To analyse the strategic issues and strategies required to select and develop manpower resources. To integrate the knowledge of HR concepts to take correct business decisions
Course Content	
Unit 1: Human Resource Management (20%)	
<ul style="list-style-type: none"> • Human Resource Management: Concept, Functions, roles, skills & competencies, • HRD- definition and goals. • The changing environment of HRM - globalization, cultural environment, technological advances, Workforce diversity, corporate downsizing, Changing skill requirement. 	
Unit 2: Human Resource Planning (20%)	
<ul style="list-style-type: none"> • Human Resource Planning: Process • Forecasting demand & supply • Skill inventories • Brief Idea of HRIS (Human Resource Information System) • Job analysis - Process • Job description & Job specifications • Recruitment – Meaning, Process, Sources • Selection: Meaning internal & external sources, selection process. 	

Unit 3: Training, Career Planning and Compensation**(30%)**

- Induction & Orientation
- Training: Concept, Training Need Identification, Methods,
- Evaluation of Training (Krick Patrick Model),
- Management development: Concept & Elements.
- Performance Appraisal system: concept, uses of performance appraisal, performance Appraisal methods, factors that distort appraisal.
- Compensation: Determinants of compensation, job evaluation, pay structure,
- Components of compensation – (Brief introduction of Allowances, incentives, profit sharing, gain sharing, employees' stock option plans, social security, health, retirement & other benefits).
- Wage differentials.

Unit 4: Industrial Relations**(30%)**

- Industrial Relations: Introduction to Industrial Relations,
- Trade union's role, types, functions, problems,
- Industrial dispute- concept, causes & machinery for settlement of disputes,
- Employee Health, Safety & Welfare – Statutory Provisions only,
- Collective bargaining- concept, types, process,
- Essentials of effective collective bargaining.

Suggested Readings:

1. De Cenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons.
2. Human Resource Management by C B Gupta (Sultan Chand & Sons)
3. Human Resource Management by S S Khanka (S. Chand & Company)
4. Essentials of Human Resource Management and Industrial Relation by P. Subba Rao (Himalya Publishing House)
5. Dessler, G: Human Resource Management, Pearson.
6. Monappa & Saiyaddin: Personnel Management, Tata McGraw Hill
7. Rao, V.S.P.: Human Resource Management- Text and Cases, Excel Books
8. R. Wayne Mondy & Rober M. Noe: Human Resource Management, Pearson
9. K. Ashwatthappa, Human Resource Management, Tata McGraw Hill
10. Human Resource Management by L.M. Prasad (Sultan Chand & Sons)