

GUJARAT TECHNOLOGICAL UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION

Year 2017-18 (Semester: –II) (W.E.F. Academic Year 2017-18)

Subject Name: HUMAN RESOURCE MANAGEMENT (HRM)

Subject Code: 3529205

Subject Credits: 3

Total Marks: 150

1. Course Objectives:

- The objective of the course is to acquaint the students with different domains of Human Resources Management and to develop in them the ability to utilize the skills in practice.
- The course also intends to develop theoretical foundation of human resource practices.
- The course will help the students in understanding the current trends of handling the dynamic workforce.

2. **Course Duration:** The course duration is of **36 sessions of 75 minutes** each.

3. Course Contents:

Module No.	Modules with its Contents/Chapters	No. of Sessions	Marks (out of 70)
I	Introduction to Human Resource Management: Meaning, Objectives, Scope and Functions of HRM, Role of HR executives, Changing environment of HRM in India, Globalization and its impact on HR; Human Resource Planning: Significance, Benefits and Process, Factors affecting Human Resource Planning; Recruitment: Definition, Process and Sources of Recruitment, Factors governing the Recruitment Policy; Selection: Selection Process, Application Forms, Selection Tests, Interviews, Evaluation, Placement, and Induction	08	14
II	Job Analysis and Design: Features, Process and Methods of Job Analysis, Job Description, Job Specification, Components of Job Design Job Evaluation: Concept, Objectives, Process, Methods, Advantages and Limitations of job evaluation; Training and Management Development: Steps in the training process, Significance and Methods of Training,	10	21

	Concept and Methods of Management Development, Differences between Training and Development, Evaluation of Training and Management Development		
III	<p>Performance Appraisal: Concept and Need for Performance appraisal, Performance Evaluation Process, Performance Evaluation Methods- 360-degree Feedback, Management by Objectives (MBO)</p> <p>Industrial Relations and Trade Union: Definition, Characteristics and Objectives of Industrial Relations, Features and Objectives of Trade unions, Overview of Trade Union Act 1926</p> <p>Dispute Resolutions and Grievance: Causes and Outcome of Disputes, Methods of settling Industrial Disputes; Characteristics and Sources of Grievance, Procedure of Grievance Management</p>	10	21
IV	<p>Employee Welfare and Social security: Objectives of Employee Welfare, Statutory Welfare Facilities as per Factories Act 1948 and Non-statutory Welfare Facilities, Features of Social Security, Classification of Social Security Benefits, Social Security Schemes in India - Employee State Insurance, Maternity Benefit, Payment of Gratuity, Employee Provident Fund</p> <p>Current Trends in HRM: Employee Engagement, Competency Mapping, Green Human Resource Management, Employer Branding, Managing Diversity at work place, Talent Management</p>	08	14
V	<p>Application Students may visit any company to understand the application of the topics learned in Module I to IV and may work on below given emerging topics in the field of HR.</p> <ul style="list-style-type: none"> • HR Analytics, HR Information System • Employee Retention • Handling of Employee Grievance and Harassment related issue. • Glass ceiling and Gender Equality • Recruitment and Selection process of various industries • Performance appraisal system in public and private sector companies • Identifying companies where best training and management development practices are followed 		(30 Marks of CEC Internal Evaluation)

4. Teaching Methods:

The course will use the following pedagogical tools:

- (a) Selected cases covering major courses.
- (b) Projects/Assignments/Quiz/Class Participation, etc.

5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following Elements:

A	Continuous Evaluation Component comprising of Presentation, Projects, Class test/ Quiz, MCQs etc)	(Internal Assessment- 50 Marks)
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Text:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	Pravin Durai	Human Resource Management	Pearson	Second Edition
2	Garry Dessler and BijuVarkkey	Fundamentals of Human Resource Management	Pearson	Latest Edition

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

7. Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	Uday Kumar Halder & Juthika Sarkar	Human Resource Management	Oxford	Latest Edition
2	P. R. N. Sinha, S. P. Shekhar / Indu Bala	Human Resource Management	Cengage	Latest Edition
3	Sharon Pande & Swapnalekha Basak	Human Resource Management – Text and Cases	Vikas	Latest Edition
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8. List of Journals/Periodicals/Magazines/Newspapers, etc.

Human Capital, Indian Journal of Industrial Relations, HRM Review, Indian Journal of Training and Development, South Asian Journal of Human Resource Management

9. Session Plan (36 sessions of 75 minutes):

Session Nos.	Topics to be covered
1-2	Introduction to Human Resource Management: Meaning, Objectives, Scope and Functions of HRM, Role of HR executives, Changing environment of HRM in India, Globalization and its impact on HR;
3-4	Human Resource Planning: Significance, Benefits and Process, Factors affecting Human Resource Planning;
5-6	Recruitment: Definition, Process and Sources of Recruitment, Factors governing the Recruitment Policy;
7-8	Selection: Selection Process, Application Forms, Selection Tests, Interviews, Evaluation, Placement, and Induction
9-11	Job Analysis and Design: Features, Process and Methods of Job Analysis, Job Description, Job Specification ,Components of Job Design
12-14	Job Evaluation: Concept, Objectives, Process, Methods, Advantages and Limitations of job evaluation;
15-16	Training: Steps in the training process, Significance and Methods of Training,
17-18	Management Development: Concept and Methods of Management Development, Differences between Training and Development, Evaluation of Training and Management Development
19-22	Performance Appraisal: Concept and Need for Performance appraisal, Performance Evaluation Process, Performance Evaluation Methods, 360-degree Feedback, Management by Objectives (MBO)
23-26	Industrial Relations and Trade Union: Definition, Characteristics and Objectives of Industrial Relations, Features and Objectives of Trade unions, Overview of Trade Union Act 1926
27-28	Dispute Resolutions and Grievance: Causes and Outcome of Disputes, Methods of settling Industrial Disputes; Characteristics and Sources of Grievance, Procedure of Grievance Management
29-30	Employee Welfare and Social security: Objectives of Employee Welfare, Statutory Welfare Facilities (Factories Act 1948) and Non-statutory Welfare Facilities, Features of Social Security, Classification of Social Security Benefits
31-32	Social Security Schemes in India - Employee State Insurance, Maternity Benefit, Payment of Gratuity, Employee Provident Fund
33-34	Emerging Trends in HRM: Employee Engagement, Green Human Resource Management, Employer Branding
35- 36	Managing Diversity at work place, Talent Management
