

## Veer Narmad South Gujarat University

### 306 - Human Resource Management

Course	306
Course Title	Human Resource Management
Credit	4
Teaching per Week	4 Hours
Review / Revision	June, 2022
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
<b>Course Content</b>	
<b>Unit 1: Human Resource Management (20%)</b>	
<ul style="list-style-type: none"> <li>• Human Resource Management: Concept, Functions, roles, skills &amp; competencies,</li> <li>• HRD- definition and goals.</li> <li>• The changing environment of HRM - globalization, cultural environment, technological advances, Workforce diversity, Corporate downsizing, Changing skill requirement.</li> </ul>	
<b>Unit 2: Human Resource Planning (20%)</b>	
<ul style="list-style-type: none"> <li>• Human Resource Planning: Process</li> <li>• Forecasting demand &amp; supply</li> <li>• Skill inventories</li> <li>• Brief Idea of HRIS (Human Resource Information System)</li> <li>• Job analysis - Process</li> <li>• Job description &amp; Job specifications</li> <li>• Recruitment – Meaning, Process, Sources</li> <li>• Selection: Meaning internal &amp; external sources, selection process.</li> </ul>	

**Unit 3: Training, Performance Appraisal and Compensation****(30%)**

- Induction & Orientation
- Training: Concept, Training Need Identification, Methods
- Evaluation of Training (Krick Patrick Model).
- 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) *Human Resource Management* by C.B. Gupta (Sultan Chand & Sons)
- 2) *Human Resource Management* by S.S. Khanka (S. Chand & Company)
- 3) *Essentials of Human Resource Management and Industrial Relations* by P. Subba Rao (Himalaya Publishing House)
- 4) *Human Resource Management* by K. Ashwathappa (Tata McGraw Hill)
- 5) *Human Resource Management* by L.M. Prasad (Sultan Chand & Sons)
- 6) *Human Resource Management – Text and Cases* by V.S.P. Rao (Excel Books)
- 7) *Personnel Management and Industrial Relations* by N.G. Nair and Latha Nair (S. Chand & Company)
- 8) *Human Resource Management* by Gary Dessler (Pearson)
- 9) *Human Resource Management* by Biswajeet Pattanayak (PHI)
- 10) *Fundamentals of Human Resource Management* by De Cenzo and Robbins (John Wiley & Sons)
- 11) *Personnel Management* by Arun Monappa and Mirza Saiyaddin (Tata McGraw Hill)