

K L University
Department of MBA
Course Handout for 3rdYear BBA PROGRAM
A.Y.2017-18, 2ndSemester

CourseName : Human Resource Management
Course Code : 15BB32C1
L-T-Pstructure : 3 0 0
Course Credits : 3
Course Coordinator : Dr. Simanchala Das, Associate Professor, KLUBS
Course Instructor :Dr. D. Sundari, Associate Professor, KLUBS
:Dr. Bala Saraswathi, Assistant Professor , KLUBS
Course Teaching Associates :Nil

The main objectives of this course are to make student to be able to understand

1. The functions, systems, policies and applications of Human Resource Management in organizations.
2. An overview of theoretical foundations of key areas associated with HR development in the organizations,
3. HR skills and their ability to assess the constraints and opportunities associated with managing employees in different socio-economic and political context.

Course Rationale: The course facilitates an insight into the effective management of employees that will guide the budding managers through the principles and practices of HRM and the core models of best practices.

Course Outcomes (CO):

After completion of this course, the student will be able to develop:

CO No:	CO	PO	BTL
1.	Integrated perspective on role of HRM in modern business. Ability to plan human resources and implement techniques of job design	A,B	3
2.	Competency to recruit, train, and appraise the performance of employees	A,B	3
3.	Rational design of compensation and salary administration	A,B	4
4.	Ability to handle employee issues and evaluate the new trends in HRM	A,C	4

COURSE OUTCOME INDICATORS:

CO NO	COI-1	COI-2	COI-3	COI-4
1	Understand and apply Human Resource Management Perspective	Ability to Draft HR planning	Ability to Design Job Description and Job Specifications	Ability to apply Techniques of Job Design
2	Ability to recruit Select and interview job candidates	Ability to train using various methods of Training	Implement Management Development Techniques	Ability to appraise the Performance of the employees
3	Apply the factors determining pay rates	Ability to implement Employee benefits and Welfare measures	Ability to implement Employee safety and Health Measures	Ability of efficient Salary Administration
4	Ability to implement the practices related to employee integration	Ability to implement practices related employee separation	Ability to implement methods of Industrial Democracy	Ability to implement participative management in organizations

SYLLABUS (As approved by BoS): BBA 2015-16 Regulations

Introduction: Importance and Functions, Scope of HRM, Human Resource Management in a changing environment;
Manpower Planning: Manpower planning process, Job Description and Job specification, Job analysis and Job design; Techniques of Job design. **HR Processes:** Employee Selection and Development - Recruitment, Selection and Induction, Training and Development, Performance Appraisal. Compensation Planning- Employee Compensation, Job evaluation, Employee Benefits and Welfare, Compensation and Salary Administration. **Governance:** Integration and Separation- Employee Discipline, Suspension, Dismissal and Retrenchment; Employee Grievance Handling, Trade Unionism, Collective Bargaining, Industrial Democracy, Labour Laws. **New Trends in HRM:** HRM in India, HRM in International Firms, talent management, HR Accounting, HR Audit, HRIS.

BoS Approved Text books:

Dessler, Human Resource Management, Pearson Education, Twelfth edition, New Delhi, 2013

BoS Approved Reference Books:

1. Raymond Andrew Noe, John R. Hollenbeck, Barry Gerhart, Patrick M Wright, Human Resource Management, The McGraw Hill Pub, 2007
2. Flipppo, Edwin B., Personnel Management, Tata McGraw Hill Publishing Co, 2007, New Delhi.
3. H. John Bernardin, Human Resource Management, McGraw Hill Pub, 2007.
4. John M Ivancevich, Human Resource Management, McGraw Hill Pub, 2007.
5. Louis & Gomitz Mejia et. al: Managing Human Resources, Pearson Education, 2007.
6. K.Asathappa, Human Resource Management, Tata McGraw Hill, 2009.
7. T.V.Rao, Appraising and developing managerial performance, Excel,2001.

.Deviations (if any) from B o S approved syllabus and the topics planned: NONE

COURSE DELIVERY PLAN:

Sess. No.	CO	COI	Topic (s)	Teaching-Learning Methods	Evaluation Components
1	1	1	Introduction to HRM	Lecture by ppt and Q&A	Test 1 & ES
2	1	1	Evolution of Human resources management	Lecture by ppt and Q&A	Test 1 & ES
3	1	1	Importance, Scope of HRM	Lecture by ppt and Q&A	Test 1 & ES
4	1	1	Functions of HRM	Lecture by ppt and Q&A	Test 1 & ES
5	1	1	The changing role of Human Resource Management in a changing environment	Lecture by ppt and Q&A	Test 1 & ES
6	1	2	Case Study-1	Case Discussion	Test 1
7	1	2	Manpower planning – Introduction and importance ,process	Lecture by ppt and Q&A	Test 1 & ES
8	1	2	Job analysis – The process of job analysis-Methods of collecting job information	Lecture by ppt and Q&A	Test 1 & ES
9	1	3	Job description-Job specification	Lecture by ppt and Q&A	Test 1 & ES
10	1	3	Job design – Factors affecting job design-Techniques of job design	Lecture by ppt and Q&A	Test 1 & ES

11	1	4	Case Study-2	Case Discussion	Test 1
12	2	1	Recruitment – Purposes and importance-Factors governing recruitment and Recruitment process	Lecture by ppt and Q&A	Test 2 and ES
13	2	1	Steps involved in selection	Lecture by ppt and Q&A	Test 2 and ES
14	2	2	Purpose of orientation and orientation process	Lecture by ppt and Q&A	Test 2 and ES
15	2	2	Why training and development is important?	Lecture by ppt and Q&A	Test 2 and ES
16	2	2	Steps involved in training and development	Lecture by ppt and Q&A	Test 2 and ES
17	2	2	Understanding various on the job and off the job training methods-	Lecture by ppt and Q&A	Test 2 and ES
18	2	2	Understanding various management development methods	Lecture by ppt and Q&A	Test 2 and ES
19	2	3	Difference between performance appraisal and performance management	Lecture by ppt and Q&A	Test 2 and ES
20	2	3	Understanding the reasons for appraising performance	Lecture by ppt and Q&A	Test 2 and ES
21	2	3	Performance appraisal techniques	Lecture by ppt and Q&A	Test 2 and ES
22	2	3	Appraising performance: Problems and solutions	Lecture by ppt and Q&A	Test 2 and ES
23	2	4	Case Study -3	Case Discussion	Test 2
24	3	1	An Introduction to compensation, compensation planning	Lecture by ppt and Q&A	Test 3 & ES
25	3	1	Job evaluation	Lecture by ppt and Q&A	Test 3 & ES
26	3	1	Employee benefits	Lecture by ppt and Q&A	Test 3 & ES
27	3	2	Employee welfare	Lecture by ppt and Q&A	Test 3 & ES
28	3	2	Compensation and salary administration	Lecture by ppt and Q&A	Test 3 & ES
29	3	3	Integration and separation : Employee Discipline	Lecture by ppt and Q&A	Test 3 & ES
30	3	4	Case study-4	Case discussion	Test 3 & ES
31	4	1	Suspension, Dismissal and Retrenchment	Lecture by ppt and Q&A	Test 3 & ES
32	4	2	Employee grievance handling – Need, Process	Lecture by ppt and Q&A	Test 3 & ES
33	4	2	Trade unionism – Reasons for employees joining unions	Lecture by ppt and Q&A	Test 3 & ES
34	4	3	Trade union movement in India Problems of trade unionism in India	Lecture by ppt and Q&A	Test 3 & ES
35	4	3	Collective bargaining – Objectives and benefits	Lecture by ppt and Q&A	Test 3 & ES
36	4	3	Collective bargaining- Process	Lecture by ppt and Q&A	Test 3 & ES
37	4	3	Industrial democracy	Lecture by ppt and Q&A	Test 3 & ES
38	4	3	Labour Laws- An Introduction	Lecture by ppt and Q&A	Test 3 & ES

39	4	4	New Trends in HRM: HRM in India	Lecture by ppt and Q&A	Test 3 & ES
40	4	4	HRM in International Firms	Lecture and Q&A	End Semester
41	4	4	talent management	Lecture and Q&A	End Semester
42	4	4	talent management	Lecture and Q&A	End Semester
43	4	4	HR Accounting	Lecture and Q&A	End Semester
44	4	4	HR Audit	Lecture and Q&A	End Semester
45	4	4	HRIS	Lecture and Q&A	End Semester

Session wise Teaching – Learning Plan

Session Number: 1

Session Outcome: Student will be able to understand Human Resource Management

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Human Resource Management	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 2

Session Outcome: Student will be able to understand the evolution of human resources management

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Evolution of Human resources management	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 3

Session Outcome: Student will be able to understand Importance, Scope and Functions of HRM

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Importance, Scope and Functions of HRM	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 4

Session Outcome: Student will be able to Understand Functions of Human resource management

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Functions of Human resource management	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 5

Session Outcome: Student will be able to understand the changing role of HRM

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	The changing role of Human Resource Management in a changing environment	2	Lecture

10	Q & A		Interaction
05	Revision		Interaction

Session Number: 6

Session Outcome: Student will be able to analyse the importance of HRM

Time(min)	Topic	BTL	Teaching – Learning Method
50	Case Study-1	4	Case Study Method

Session Number: 7

Session Outcome: Student will be able to understand Manpower planning

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Manpower planning – Introduction and importance - Manpower planning process	2	Video Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 8

Session Outcome: Student will be able to do Job Analysis

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Job analysis – The process of job analysis-Methods of collecting job information	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 9

Session Outcome: Student will be able to prepare Job Descriptions and Job Specifications

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Job description-Job specification	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 10

Session Outcome: Student will be able to understand Job Design Process

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Job design – Factors affecting job design-Techniques of job design	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 11

Session Outcome: Student will be able to analyse the application of Job Design

Time(min)	Topic	BTL	Teaching – Learning Method
50	Case Study-2	4	Case Analysis

Session Number: 12

Session Outcome: Student will be able to understand how to Recruit

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Recruitment – Purposes and importance-Factors governing recruitment and Recruitment process	2	Lecture

10	Q & A		Interaction
05	Revision		Interaction

Session Number: 13

Session Outcome: Student will be able to learn the steps involved in the Selection Process

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Steps involved in selection	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 14

Session Outcome: Student will be able to implement employee orientation programs

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Purpose of orientation and orientation process	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 15

Session Outcome: Student will be able to learn how to train and develop employees

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Why training and development is important	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 16

Session Outcome: Student will be able to perform Training Needs Analysis

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Steps involved in training and development	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 17

Session Outcome: Student will be able to implement Training Methods

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Training Methods	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 18

Session Outcome: Student will be able implement Management Development Programs

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Management Development Methods	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 19

Session Outcome: Student will be able to differentiate between Performance Appraisal and Performance Management

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Case preparation
30	Performance Appraisal and Performance Management	3	Case discussion
10	Q & A		Case analysis

05	Revision		Interaction
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Session Number: 20

Session Outcome: Student will be able to understand the reasons for appraising performance

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Understanding the reasons for appraising performance	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 21

Session Outcome: Student will be able to implement Performance Appraisal Techniques

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Performance appraisal techniques	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 22

Session Outcome: Student will be able to appraise and evaluate performance

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Appraising performance: Problems and solutions	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 23

Session Outcome: Student will be able to solve a performance appraisal problem

Time(min)	Topic	BTL	Teaching – Learning Method
50	Case Study-3	4	Case Study Method

Session Number: 24

Session Outcome: Student will be able to understand the concept of Compensation

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	An Introduction to compensation	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 25

Session Outcome: Student will be able to understand the methods of job evaluation

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Job evaluation	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 26

Session Outcome: Student will be able to understand the employee benefit programs

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Employee benefits	2	Lecture
10	Q & A		Interaction

05	Revision		Interaction
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Session Number: 27

Session Outcome: Student will be able to understand the concept of Employee Welfare

Time(min)	Topic	BTL	Teaching – Learning Method
40	Employee welfare		Lecture Method
10	Q & A	2	Interaction
05	Revision		Interaction

Session Number: 28

Session Outcome: Student will be able to administer wage and salary

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Wage and salary administration	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 29

Session Outcome: Student will be able to enforce employee discipline

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Employee discipline	3	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 30

Session Outcome: Student will be able to prepare salary structure and solve similar problems

Time(min)	Topic	BTL	Teaching – Learning Method
50	Case Study-4	4	Case Study Method

Session Number: 31

Session Outcome: Student will be able to analyse Suspension, Dismissal and Retrenchment

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Suspension, Dismissal and Retrenchment	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 32

Session Outcome: Student will be able to understand how to handle employee grievance

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Employee grievance handling – Need- Employee grievance handling	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 33

Session Outcome: Student will be able to understand the concept of Trade Unionism

Time(min)	Topic	BTL	Teaching – Learning Method
10	Revision		Lecture
30	Trade unionism – Reasons for employees joining unions	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 34

Session Outcome: Student will be able to understand Trade Unions and Problems in Indian Trade Unions

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Trade union movement in India Problems in trade unionism in India	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 35

Session Outcome: Student will be able to understand Collective bargaining fundamentals

Time(min)	Topic	BL	Teaching – Learning Method
10	Revision		Lecture
30	Collective bargaining – Objectives and benefits	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 36

Session Outcome: Student will be able to know about collective bargaining process

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Collective bargaining-process	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 37

Session Outcome: Student will be able to understand the importance of industrial democracy

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Industrial democracy	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 38

Session Outcome: Student will be able to understand various labour laws in India and their evolution

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Labour Laws	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 39

Session Outcome: Student able to analyze new HR trends and practices

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	New Trends in HRM: HRM in India	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 40

Session Outcome: Student will be able to analyze international HRM practices

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	HRM in International Firms	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 41**Session Outcome: Student will be able to understand talent management concepts**

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Talent Management	2	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 42**Session Outcome: Student will be able to analyze talent management practices**

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	Talent Management	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 43**Session Outcome: Student will be able to analyse HR Accounting**

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	HR Accounting	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 44**Session Outcome: Student able to analyse HR Audit**

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	HR Audit	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

Session Number: 45**Session Outcome: Student will be able to work on HRIS**

Time(min)	Topic	BTL	Teaching – Learning Method
10	Introduction		Lecture
30	HRIS	4	Lecture
10	Q & A		Interaction
05	Revision		Interaction

EVALUATION PLAN;

Evaluation Component	Weightage /Marks	Date	Duration (Hours)	CO 1				CO 2				CO 3				CO 4				
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
COI Number				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
BTL				1	3	3	3	2	3	3	3	2	3	3	3	1	2	3	4	
Test 1	Weightage (10%)		90 mins	2	2	2	4													
	Max Marks (20)			4	4	4	8													
Test 2	Weightage (10%)		90 mins					2	2	2	4									
	Max Marks (20)							4	4	4	8									
Test 3	Weightage (10%)		90 mins									2	2	2	4					
	Max Marks (20)											4	4	4	8					
Active Learning	Weightage (15%)			Reading Seminar																
	Max Marks (15)																			
Attendance	Weightage (5%)			Attendance																
	Max Marks (5)																			
Semester End Exam	Weightage (50%)		180 mins	2	2	2	4	2	2	2	4	2	2	2	4	4	4	4	4	8
	Max Marks(50)			2	2	2	4	2	2	2	4	2	2	2	4	4	4	4	4	8
	Question Number			1	2-4	5-7	8	1	2-4	5-7	8	1	2-4	5-7	8	1	2-4	5-7	8	

Course Team members, Chamber Consultation Hours and Chamber Venue details: Only Subject Teacher

S.No.	Name of Faculty	Chamber Consultation Day(s)	Chamber Consultation Timings for each day	Chamber Consultation Room No:	Signature of Course faculty
1	Dr. S Das	Monday (4 Mondays x 3 Months= 12 Days)	5 P.M to 7 P.M- 2 hours	L Block Faculty Cubicles	
2	Dr. D. Sundari	Monday (4 Mondays x 3 Months= 12 Days)	5 P.M to 7 P.M- 2 hours	L Block Faculty Cubicles 5 th flr.	
3	Dr. A. Bala Saraswathi	Monday (4 Mondays x 3 Months= 12 Days)	5 P.M to 7 P.M- 2 hours	L Block Faculty Cubicles	

Signature of COURSE COORDINATOR:


Hari Kiran Vege,

Recommended by HEAD OF DEPARTMENT:

Assoc. Dean-TLP

 for **Approved By: DEAN-ACADEMICS**

Document digitally approved by Vetting Team and HOD.

For details please contact Digital Learning Team @C104.

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