



FORMAT FOR COURSE CURRICULUM

Course Title: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Credit Units: 3

L	T	P/S	SW/FW	No. of PSDA	TOTAL CREDIT UNITS
3	0	-	-	-	3

Course Level: UG

Course Code: HR201

Course Objectives: The objective of this course is:

- To appreciate the importance of human resource management as a field of study and as a central management function.
- Developing an understanding of the HRM function and how it relates to other organizational functions.
- Learning the managerial skills involved in acquiring and maintaining a workforce that is both productive and high on maintenance factors such as loyalty and cohesiveness. Showing how such important functions as human resource planning, job requirements, recruitment, selection, training, managerial development, career planning, performance appraisal, and compensation can be utilized in attaining organizational goals.
- Preparing the individual student in some important personal career planning activities.
- Enhancing sensitivity to HRM issues so the student will be able to identify problem areas more readily and resolve them more effectively, both as a manager and as an individual working on personal career development concerns

Pre-requisites:

The students should have the knowledge of basic concepts and processes of management. They should also know the various functions which are performed in an organization.

Course Contents/Syllabus:

	Weightage (%)
Module INTRODUCTION TO HRM	10% Weightage
Introduction, Concept and Functions, Evolution (PM vs. HRM), Scope and Significance of Human Resource Management, Role and Responsibilities of the Human Resource Manager and essentials of Sound HR Policies.	
Module II ACQUISITION OF HUMAN RESOURCES	25% Weightage
Objectives, Policies and Process of Human Resource Planning, Job Analysis, Recruitment (process, methods: internal, external), Selection (process, tests, interviews), Induction, Placement.	
Module III DEVELOPMENT OF HUMAN RESOURCES	15% Weightage

Training and Development (process, methods: On-the job, Off-the job), Evaluation of training and Performance Appraisal (concept, significance, process, methods- traditional and modern.	
Module IV MAINTENANCE OF HUMAN RESOURCES	25% Weightage
Job Evaluation: concept, process, Compensation: concept, components, Designing and Administering the Wage and Salary Structure, Grievance Procedure and Handling, Discipline, Attrition and Retention.	
Module V CURRENT TRENDS IN HRM	25% Weightage
Understanding People Analytics, HRIS (Human Resource Information System); Contemporary issues in HRIS, Introduction to Multigenerational Workforce, Flexible Workforce, Role of Technology in HRM.	

Course Learning Outcomes: By the end of the course, students will be able to

- Demonstrate the basic concepts of HRM.
- Evaluate the current issues and trends in HRM
- Learn the various objective, scope and function of HRM.
- Learn application of HRM in the organization.
- understanding of the different analytical approaches used by HR Professionals to solve real business problems

Pedagogy for Course Delivery: The course will be theory and application based. Methods utilized:

- Lecture and class discussion
- Case study and Individual assignments
- Team project/Assignment

List of Professional Skill Development Activities (PSDA): NA

Lab/ Practicals details, if applicable: NA

Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)
100%	NA

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment (30 %)					End Term Examination (70 %)
Components (Drop down)	Mid-Term Exam	Case Discussions	Project	Attendance	
Linkage of PSDA with Internal Assessment	NA	NA	NA	NA	

Component, if any					
Weightage (%)	10%	5%	10%	5%	70%

Lab/ Practical/ Studio Assessment:

	Continuous Assessment/Internal Assessment (____ %)				End Term Examination (____ %)		
Components (Drop down	NA	NA	NA	NA			
Weightage (%)							

Mapping Continuous Evaluation components/ PSDA with CLOs

Bloom's Level >	Remembering	Understanding	Applying	Analyzing	Evaluating	Creating
Course Learning Outcomes	CLO3	CLO5	CLO1	CLO4	CLO2	CLO 5
Assessment type/PSDA						
Mid-Term Exam	√				√	
Case Discussions		√	√			
Project		√	√	√		√

Text & References:

Text:

- Basak, S. P. (2017). Human Resource Management: Text & Cases. New Delhi: Pearson

References:

- Rao, S. (2014). Essentials of Human Resource Management & Industrial Management: Text & Cases. New Delhi: Himalaya Publication.
- Armstrong, M. (2010). Handook of HRM Practice. USA: Kogan Page.
- Dessler, G. (2010). Human Resource Management. New Delhi: Prentice Hall.
- Robbins, D. A. (2010). Fundamentals of Human Resource Management. New Delhi: Wiley.