Code:……

HUMAN RESOURCE MANAGEMENT

MASTER IN BUSINESS ADMINISTRATION

2nd Semester

Maniram Dewan School of Management

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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MASTER IN BUSINESS ADMINISTRATION

HUMAN RESOURCE MANAGEMEN

DETAILED SYLLABUS

UNIT 1: Introduction to Human Resource Management Page No.:

Concept of Human Resource Management, Evolution of Human Resource Management, Functions of Human Resource Management, Scope of Human Resource Management, Difference between Human Resource Management and Personnel Management, Role of HR Executive and Challenges of Human Resource Management

UNIT 2: Human Resource Planning Page No. :

Concept of Human Resources Planning, Features of Human Resource Planning, Objectives of Human Resource Planning, Importance of Human Resource Planning, HRP Process, Methods of Demand Forecasting, Methods of Supply Forecasting, Labour Wastage and Essentials for the success of Human Resource Planning.

UNIT 3: Recruitment and Selection Page No. :

Concept of Recruitment, Factors affecting Recruitment, Sources of Recruitment, Recruitment Policy, Concept of Selection, Selection Process, Selection tests, Concept of Evaluation, Placement and Induction, Concept of Evaluation and techniques of Evaluation, Concept of Placement and Induction

UNIT 4: Training and Development Page No. :

Concept of Training and Development, Meaning and significance of Training, Methods of Training, Concept of Management Development, Management Development Methods, Differences between Training and Development and Evaluation of Training and Management Development

UNIT 5: Performance Appraisal Page No. :

Concept of Performance Appraisal, Need for performance appraisal, Types of Appraisal Methods, Benefits of performance appraisal and Reviews

UNIT 6: Compensation Management-I Page No. :

Wage and Salary Administration, Definitions and Concepts, need for sound salary administration, Objective of wage and salary administration, guiding principles of wage and salary administration, Factors influencing wage and salary administration,

UNIT 7: Compensation Management-II Page No. :

Methods of payment of wages, Concept of Rewards and Incentives, Types of wage incentive plans , Meaning of Fringe Benefits, Objectives of Fringe Benefits, Types of Fringe Benefits

UNIT 8 : Job Evaluation **Page**

Concept of Job evaluation, Objectives of Job Evaluation, Techniques of Job Evaluation, Advantages of Job Evaluation, Limitations of Job Evaluation and Competency

Unit 9 : Job Analysis and Design **Page**

Concept of Job Analysis, Purpose of Job Analysis, Process of Job Analysis, Methods of Job Analysis and Concept of Job Design

UNIT 10: Grievance and Grievance Procedure **Page**

Concept of Grievance, Causes of Grievance, Forms and effects of grievance, Grievance handling procedure, Grievance handling procedure in Indian Industry and Need for Grievance Redressal Procedure

UNIT 11: Employee Misconduct and Disciplinary Procedure **Page**

Meaning and objectives of discipline, Principles for maintenance of discipline, Essentials of a good disciplinary system, Disciplinary Action, Punishment for disciplinary action and Procedure for disciplinary action

UNIT 12:Human Resource Information System **Page**

Concept of Human Resource Information System, Components of Human Resource Information System, Types of Human Resource Information System, Applications of Human Resource Information System, Implementation of Human Resource Information System **and** Benefits of Human Resource Information System

UNIT 13: Contemporary Challenges in HRM **Page**

The Job and Challenges, The New Professional Approach, Challenges in Human Resource Management, HR in Mergers

and Acquisitions, New Organisational Forms, HR Professional as Change Agent.

Unit 14: Human Resource Management: Case Studies **Page**

Case 1: Baibhab International, Case 2: Coca Cola, Case 3: Hindustan Unilever, Case 4: When an employee says he is HIV Positive,Case 5: Training - so difficult!!!

COURSE INTRODUCTION

This is the fifth course of MBA Programme. This course “Human Resources Management” of MBA 2nd semester will focus on the different aspects of human resources in an organisation. With the increasing complexities in business environment, the management of people have become more complex. The business organisations need to manage people more efficiently at least cost, so that they can get maximum utilisation of human resources. Therefore, it is very important for the learners of a management programme to be well-versed with human resource management, so that they can be able to manage people in an efficient manner the organisation. This course consists of eight units. This course starts with the unit discussing the concept of human resources management, personnel policies. H.R.P., recruitment, training & development, work study, appraisal and wage and salary administration.

The course has 14 units which deals with the following concepts:

The first unit introduces us to the Concept of Human Resource Management, Evolution of Human Resource Management, Functions of Human Resource Management, Scope of Human Resource Management, Difference between Human Resource Management and Personnel Management, Role of HR Executive and Challenges of Human Resource Management

The second unit gives us a broad overview of Human Resources Planning, Features of Human Resource Planning, Objectives of Human Resource Planning, Importance of Human Resource Planning, HRP Process, Methods of Demand Forecasting, Methods of Supply Forecasting, Labour Wastage and Essentials for the success of Human Resource Planning

The third unit gives us an idea on Concept of Recruitment, Factors affecting Recruitment, Sources of Recruitment, Recruitment Policy, Concept of Selection, Selection Process, Selection tests, Concept of Evaluation, Placement and Induction, Concept of Evaluation and techniques of Evaluation, Concept of Placement and Induction

The fourth unit will help us in understanding the Concept of Training and Development, Meaning and significance of Training, Methods of Training, Concept of Management Development, Management Development Methods, Differences between Training and Development and Evaluation of Training and Management Development

The fifth unit gives us a broad overview of the Concept of Performance Appraisal, Need for performance appraisal, Types of Appraisal Methods, Benefits of performance appraisal and Reviews

The sixth unit is about Wage and Salary Administration, Definitions and Concepts, need for sound salary administration, Objective of wage and salary administration, Guiding principles of wage and salary administration

The seventh unit highlights the Factors influencing wage and salary administration, Methods of payment of wages, Concept of Rewards and Incentives, Types of wage incentive plans and Fringe Benefit

The eighth unit help us in understanding the Concept of Job evaluation, Objectives of Job Evaluation, Techniques of Job Evaluation, Advantages of Job Evaluation, Limitations of Job Evaluation and Competency

The ninth unit is about the Concept of Job Analysis, Purpose of Job Analysis, Process of Job Analysis, Methods of Job Analysis and Concept of Job Design

The tenth unit highlights on the Concept of grievance, Causes of Grievance, Forms and effects of grievance, Grievance handling procedure, Grievance handling procedure in Indian Industry and Need for Grievance Redressal Procedure

The eleventh unit is about the Meaning and objectives of discipline, Principles for maintenance of discipline, Essentials of a good disciplinary system, Disciplinary Action, Punishment for disciplinary action and Procedure for disciplinary action

The twelfth unit is about meaning of Concept of Human Resource Information System, Components of Human Resource Information System, Types of Human Resource Information System, Applications of Human Resource Information System, Implementation of Human Resource Information System and Benefits of Human Resource Information System

The thirteenth unit narrates the Concept of the Job and Challenges, The New Professional Approach, Challenges in Human Resource Management, HR in Mergers and Acquisitions, New Organisational Forms, HR Professional as Change Agent.

The fourteenth and the last unit gives us an idea on Human Resource Management Case Studies.

Each unit of these blocks includes some along-side boxes to help you know some of the difficult, unseen terms. Some “EXERCISES” have been included to help you apply your own thoughts. You may find some boxes marked with: “LET US KNOW”. These boxes will provide you with some additional interesting and relevant information. Again, you will get “CHECK YOUR PROGRESS”

questions. These have been designed to self-check your progress of study. It will be helpful for you if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with “ANSWERS TO CHECK YOUR PROGRESS” given at the end of each unit. This will help you in making your learning more active and efficient. And, at the end of each section, you will get “CHECK YOUR PROGRESS” questions. These have been designed to self-check your learning.