

# GUJARAT TECHNOLOGICAL UNIVERSITY

## MASTER OF BUSINESS ADMINISTRATION (Part-Time)

Year II (Semester: –III) (W.E.F. Academic Year 2018-19)

Subject Name: HUMAN RESOURCE MANAGEMENT (HRM)

Subject Code: 3539902

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	<b>Introduction to Human Resource Management:</b> Meaning, Objectives, Scope and Functions of HRM, Role of HR executives, Changing environment of HRM in India, Globalization and its impact on HR; <b>Human Resource Planning:</b> Significance, Benefits and Process, Factors affecting Human Resource Planning; <b>Recruitment:</b> Definition, Process and Sources of Recruitment, Factors governing the Recruitment Policy; <b>Selection:</b> Selection Process, Application Forms, Selection Tests, Interviews, Evaluation, Placement, and Induction	08	14
II	<b>Job Analysis and Design:</b> Features, Process and Methods of Job Analysis, Job Description, Job Specification, Components of Job Design <b>Job Evaluation:</b> Concept, Objectives, Process, Methods, Advantages and Limitations of job evaluation;	10	21

	<b>Training and Management Development:</b> Steps in the training process, Significance and Methods of Training, Concept and Methods of Management Development, Differences between Training and Development, Evaluation of Training and Management Development		
III	<p><b>Performance Appraisal:</b> Concept and Need for Performance appraisal, Performance Evaluation Process, Performance Evaluation Methods- 360-degree Feedback, Management by Objectives (MBO)</p> <p><b>Industrial Relations and Trade Union:</b> Definition, Characteristics and Objectives of Industrial Relations, Features and Objectives of Trade unions, Overview of Trade Union Act 1926</p> <p><b>Dispute Resolutions and Grievance:</b> Causes and Outcome of Disputes, Methods of settling Industrial Disputes; Characteristics and Sources of Grievance, Procedure of Grievance Management</p>	10	21
IV	<p><b>Employee Welfare and Social security:</b> 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><b>Current Trends in HRM:</b> Employee Engagement, Competency Mapping, Green Human Resource Management, Employer Branding, Managing Diversity at work place, Talent Management</p>	08	14
V	<p><b>Application</b>  <b>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.</b></p> <ul style="list-style-type: none"> <li>• HR Analytics, HR Information System</li> <li>• Employee Retention</li> <li>• Handling of Employee Grievance and Harassment related issue.</li> <li>• Glass ceiling and Gender Equality</li> <li>• Recruitment and Selection process of various industries</li> <li>• Performance appraisal system in public and private sector companies</li> </ul>		(30 Marks of CEC Internal Evaluation)

	<ul style="list-style-type: none"> <li>Identifying companies where best training and management development practices are followed</li> </ul>		
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#### 4. Teaching Methods:

The course will use the following pedagogical tools:

- Selected cases covering major courses.
- Projects/Assignments/Quiz/Class Participation, etc.

#### 5. Evaluation:

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

<b>A</b>	Continuous Evaluation Component comprising of Presentation, Projects, Class test/ Quiz, MCQs etc)	(Internal Assessment- 50 Marks)
<b>B</b>	Mid-Semester examination	(Internal Assessment-30 Marks)
<b>C</b>	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 Haldar & 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	<b>Introduction to Human Resource Management:</b> 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	<b>Human Resource Planning:</b> Significance, Benefits and Process, Factors affecting Human Resource Planning;
5-6	<b>Recruitment:</b> Definition, Process and Sources of Recruitment, Factors governing the Recruitment Policy;
7-8	<b>Selection:</b> Selection Process, Application Forms, Selection Tests, Interviews, Evaluation, Placement, and Induction
9-11	<b>Job Analysis and Design:</b> Features, Process and Methods of Job Analysis, Job Description, Job Specification ,Components of Job Design
12-14	<b>Job Evaluation:</b> Concept, Objectives, Process, Methods, Advantages and Limitations of job evaluation;
15-16	<b>Training:</b> Steps in the training process, Significance and Methods of Training,
17-18	<b>Management Development:</b> Concept and Methods of Management Development, Differences between Training and Development, Evaluation of Training and Management Development
19-22	<b>Performance Appraisal:</b> Concept and Need for Performance appraisal, Performance Evaluation Process, Performance Evaluation Methods, 360-degree Feedback, Management by Objectives (MBO)
23-26	<b>Industrial Relations and Trade Union:</b> Definition, Characteristics and Objectives of Industrial Relations, Features and Objectives of Trade unions, Overview of Trade Union Act 1926
27-28	<b>Dispute Resolutions and Grievance:</b> Causes and Outcome of Disputes, Methods of settling Industrial Disputes; Characteristics and Sources of Grievance, Procedure of Grievance Management
29-30	<b>Employee Welfare and Social security:</b> 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	<b>Emerging Trends in HRM:</b> Employee Engagement, Green Human Resource Management, Employer Branding
35- 36	Managing Diversity at work place, Talent Management

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