



# GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Post Graduate Diploma in Hospital Management

Level: Post Graduate Diploma

Course / Subject Code: DH01077031

Course / Subject Name : Human Resource Management

w. e. f. Academic Year:	2024 - 2025
Semester:	1
Category of the Course:	Core Course (CC)

<b>Prerequisite:</b>	An introduction to the fundamentals of HRM, including recruitment, selection, training, and development processes, to effectively manage a diverse healthcare workforce. Knowledge of labour laws and employment regulations is essential to ensure compliance and mitigate legal risks in a hospital environment. Familiarity with performance management and employee relations helps maintain a motivated and efficient workforce, which is critical in the high-stakes healthcare industry. Practical skills in HR information systems (HRIS) and data analytics are important for managing employee records and analyzing workforce trends
<b>Rationale:</b>	Human Resource Management (HRM) in hospitals is essential due to the unique demands of the healthcare environment, which require a well-coordinated, skilled, and motivated workforce to deliver high-quality patient care. Effective HRM ensures that hospitals recruit and retain the right mix of professionals, including doctors, nurses, and support staff, aligning their skills and competencies with the specific needs of the facility. By implementing robust training programs, HRM helps maintain compliance with stringent healthcare regulations and standards, thereby ensuring patient safety and institutional accreditation. Moreover, HRM addresses the high-stress nature of hospital work by promoting employee wellness and retention initiatives, which are crucial for reducing burnout and turnover rates

## Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes	RBT Level
01	To study Human Resource Management Functions of Hospital, Manpower Planning of Hospital.	Understand
02	To prepare Job Analysis, Job Description of the Hospital Staff as per category of the Hospital Staff.(Medical, Non-Medical & Others)	Apply
03	To understand process of Recruitment & Selection of various category of Hospital Staff, Duty Management, Training & development of the Staff in Hospital Services	Understand
04	To understand how to conduct Performance Appraisal & Evaluation of different category of the staff, increment & promotions of the staff.	Understand & Apply



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05	To study disciplinary action, labour laws & Legal Compliance in the Hospital	Understand & Apply
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*\*Revised Bloom's Taxonomy (RBT)*

### Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
4	-	-	4	50	0	50	0	100

### Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	<p><b>Introduction and Function of Human Resource Management</b></p> <p>The Managerial Perspective, Objectives of Personnel Department – Human Resource Department, Position of the Personnel Department, Organization of Personnel Department, Line – Staff Relationship,</p> <p>Manpower Planning &amp; Development</p> <p>Job Analysis, Job Description &amp; Job Specification for Hospital Staff</p>	<b>10</b>	<b>10</b>
2.	<p><b>Recruitment &amp; Selection</b></p> <p>Recruitment, Selection, Orientation, Manpower Developing &amp; Training, Duty Roster of Various Category of Staff, Wage Administration, Salary Administration, Employee Benefit &amp; Social Security, Development of Staff</p> <p>Training &amp; Development</p> <p>In Services Training, On Job Training, Higher Courses, Specialized Training</p>	<b>10</b>	<b>15</b>
3.	<p><b>Career Planning</b></p> <ul style="list-style-type: none"> <li>• Promotion Policies</li> <li>• Vertical &amp; Horizontal Transfers</li> </ul>	<b>10</b>	<b>10</b>



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	<ul style="list-style-type: none"> <li>• Employee Turnover</li> <li>• Performance Appraisals, Techniques &amp; Practices, Employee Learning and Training Function, HRMIS</li> </ul>		
4.	<p><b>Discipline</b> Punctuality, Dress Code, Identification, Behaviors of Staff, Disciplinary Action, Law of Natural Justice, Departmental Enquiry</p> <p><b>Industrial Relations &amp; Labour Laws</b> Industrial Relations, Union and their Rules, Settlement of Disputes Act, Collective Bargaining, Conflict Management, Labour Law, Other all Hospital HR Laws, WPM (Workers Participation in Management) Grievance Handling and Women safety at workplace guidelines etc.</p>	<b>15</b>	<b>15</b>
5.	<p><b>Application of Concept</b></p> <p>All the students of the program will be given practical assignments/Quiz on the application of the above mentioned topics from the syllabus. The applications of the theory concepts would be in the form of Case study (HR) via GD (in segregated groups) and Group, Presentation, Individual Project - Hospital Commissioning, JD and Policy Development, Presentation of a consolidated end-to-end HR Functionality of a Hospital</p>	<b>15</b>	<b>CEC (50 Marks)</b>
<b>Total</b>		<b>60</b>	<b>100</b>

**Suggested Specification Table with Marks (Theory):**

Unit No.	Unit Title	Teaching Hours	Distribution of Theory Marks (Assessment as per Revised Bloom's Taxonomy Level*)						Total Marks
			RM	UN	AP	AN	EL	CR	
I	Basics of HRM & Functions of HRM	10	00	05	05	00	00	00	10
II	Core HR – Recruitment,	10	00	05	05	05	00	00	15



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	Selection, Training others								
III	Career Planning	10	00	05	05	00	00	00	10
IV	Disciplinary Action	15	00	05	05	05	00	00	15
V	Application of Concept	15	-	-	-	-	-	-	-
	<b>Total</b>	<b>60</b>	<b>00</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>00</b>	<b>00</b>	<b>50</b>

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

## References/Suggested Learning Resources:

### (a) Books:

S. No.	Title of Book	Author	Publication with place, year and ISBN	Edition
1	Human Resource Management	Garry Dessler	Prentice Hall India.	Latest Edition
2	Human Resource Management	K.Asathappa	Tata McGraw Hill.	Latest Edition
3	Human Resource Management	By Khan		Latest Edition
4	Personnel Management & Industrial Relations	Rustom S. Davar	Vikas Publishing House	Latest Edition

### (b) Open source software and website:

1. <https://www.youtube.com/watch?v=IevHTKVeQIU>
2. <https://www.youtube.com/watch?v=f8hxViZkjXI>

### Suggested Project List, if any:

Commencement of Hospital, Job Description & Policy Making

### Suggested Activities for Students, if any:

Presentation, Group Project, Case Study etc.

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