

BBA II Year	BBA- C402		Semester-IV		
	Human Resource Management				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30 (20+10)	70	100	06	60

OBJECTIVE: The objective of this course is to help the students to develop an understanding of the concept & techniques of essential functions of human resource management. The course will use and focus on Indian experiences, approaches and cases Course Contents

- Human Resource Management: Concept, Functions, roles, skills & competencies, HRD definition, goals and challenges. The changing environment of HRM – globalization, cultural environment, technological advances, workforce diversity, corporate downsizing, changing skill requirement, HRM support for improvement programs Work life balance, HR role in strategy formulation & gaining competitive advantage. HRM issues in Indian Organisations **(15 Hours)**
- Human Resource Planning: Process, Forecasting demand & supply, Skill inventories Human Resource Information System (HRIS) succession planning, Job analysis – Uses, methods, Job description & Job specifications. HR accounting and Human Resource Development (HRD) audit concept. Recruitment, Selection & Orientation: internal & external sources, e- recruitment, selection process, orientation process. **(15 Hours)**
- Training: Concept, Needs, Systematic approach to training, Methods of training. Management development: Concept & Methods. Performance management system: concept, uses of performance appraisal, performance management methods, factors that distort appraisal, appraisal interview. Career planning: career anchors, career life stages. Compensation: Steps of determining compensation, job evaluation, components of pay structure, factors influencing compensation levels, wage differentials & incentives, profit sharing, gain sharing, employees’ stock option plans. Brief introduction of social security, health, retirement & other benefits. **(15 Hours)**
- Industrial Relations: Introduction to Industrial Relations, Trade unions role, types, functions, problems, industrial dispute- concept, causes & machinery for settlement of disputes- grievance, concepts, causes & grievance redressal machinery, discipline, concept, aspect of discipline & disciplinary procedure, Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining. **(15 Hours)**

SUGGESTED READINGS:

1. Ashwathappa, K. (2011). Human Resource Management: Text & Cases. New Delhi:Tata McGraw Hill.
2. Armstrong, M. (2008). Strategic Human Resource Management: A Guide to Action. London: Kogan Page Ltd, London.
3. Banfield, P., & Kay, R. (2012). Introduction to Human Resource Management.NY: Oxford University Press.
4. Bhardwaj, R.(2012). Human Resource Management. New Delhi:D.P.S, Publishing House.
5. Flippo, Edwin B. (1984). *Personnel Management*. New Delhi:Tata McGraw Hill.
6. Martin, J. (2009). Human Resource Management. California:Sage Publication.
7. Mathis, L. R., & Jackson, H.J. (2011). *Human Resource Management: Essential Perspective*. USA:South.Western Cengage Learning.
8. Price, A. (2011). Human Resource Management. USA:South Western Cengage Learning.
9. Patnayak & Biswajeet. (2014). *Human Resources Management*. New Delhi: Prentice Hall of India.
10. Subha Roa, P.(2011). *International Human Resources Management*. New Delhi: Himalaya Publication House
11. Subha Roa, P.(2011). *Human Resources Management*. New Delhi: Himalaya Publication House
12. Sheikh, A.M.(2007). *Human Resource Development & Management*. New Delhi:S. Chand.

NOTE: The list of cases, specific references and books including recent articles will be announced in the class by concerned teachers from time to time.