

Name of the Program: Master of Business Administration (MBA) MBAH 201: HUMAN RESOURCE MANAGEMENT		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 hours	56 hours
Pedagogy: Lectures, assignments, practical exercises, discussions, seminars, etc. Examination: 30 marks continuous evaluation and 70 marks final examination.		
Objectives: - To understand the theory and the concepts of HRM. - To get a summary of the various HRM roles and activities. - To understand HR acquisition and retention strategies. - To know the emerging trends in HRM. - To Analyze performance management and compensation management. - To get an insight into the legislative basic requirements. - To understand the occupational safety and labour welfare activities.		
Course Outcomes: - Knowing HRM functions, concepts, role analysis that promotes the creation of a job description and job specification for different employee levels for students. - Synthesize information on recruitment process efficiency, sources & formal selection method comprehension. - Identify different types of preparation, and develop a training program. - Understand the concept of an organization's performance assessment process. - Have knowledge of the concepts and tools of HRM as relevant to industrial organization. - Have an understanding of the role of HRM in the overall strategy setting. - Able to know the importance of training and development, and performance appraisal.		
Syllabus		Hours
Module No.1: Human Resource Management		
Concept and Challenges - Introduction, Objectives, Scope, Features of HRM, Role of HRM, Importance of HRM, Functions of HRM, Challenges of HRM. Introduction to Strategic HRM: Definition of SHRM, importance and nature. HRM Models: Harvard Model, SHRM "matching model".		
Module No. 2: HR Acquisition & Retention		
Definition, Objective, Need and Importance, HRP Process, Barriers to HRP. Job Analysis Process – Contents of Job Description & Job Specification, Job description V/s job specification, Job design, Factors affecting Job design, Job enrichment V/s job enlargement. Recruitment Introduction & Sources of Recruitment, Difference between recruitment and Selection-Recruitment, Selection Process, Induction and Orientation. Career Planning-Process of career planning and development Succession Planning Process, Transfer and Promotion. Retention of Employees: Importance of retention, strategies of retention.		
Module No.3: Managing Employee Performance		
Performance Appraisal & Performance Management – Definition, Objective, Importance, Appraisal Process and Appraisal Methods. Why to measure performance and its purpose. Performance Appraisal V/s Performance Management, Potential Management.		

Module No. 4: Training and Development	
Definition – Scope – Conceptual framework of Training and development of Employees, Role of Training in Organizations, Objectives, The Training and Development Process, Training Need Assessment, Types of training, Difference between training and development, E-Learning. Benefits of training, Evaluation of Training Effectiveness: Kirkpatrick model.	
Module No 5: Compensation Management	
Concept, Objectives, Importance of Compensation Management, Process, Current Trends in Compensation. Factors in compensation plan. Wage/ Salary differentials, Components of salary. Incentives and Benefits – Financial & Nonfinancial Incentive, Fringe Benefits. Employees Separation - Retirement, Termination, VRS, Golden Handshake, Suspension, Concepts & Methods, Grievance Procedure in Indian Industry.	
Module No 6: Labour relations and Employee security	
Industrial relation and collective bargaining: Trade unions - Collective bargaining - future of trade unionism. Discipline administration - grievances handling - managing dismissals and separation. Labour Welfare: Importance & Implications of labour legislations - Employee health - Auditing HR functions, Future of HRM function.	
Module No 7: Emerging Trends in HRM	
HRIS- Need, Advantages & Uses of HRIS. HR Accounting- Concepts, Objective, Advantage, Limitation & Method. HR Audit- Concept, Objective, Scope & Process. HR Shared Services- Concept, Objective, Benefits, Issues creating HR Shared Services. Overview of global human resource management.	
Books for Reference: 1. Total Facilities Management, Brian Atkin Ph.D., M.Phil, BSc, FRICS, FCIOB Adrian Brooks B.Sc (Hons), MBA, MRICS Willey-Black well publishers 2. The Facility Management Handbook, David G. Cotts, Kathy O. Roper, Richard P. Payant, American Management Association, New York • Atlanta • Brussels • Chicago • Mexico City • San Francisco Shanghai • Tokyo •, Toronto •, Washington, D.C. 3. Safety Management: A Guide for Facility Managers Second Edition, Joseph F. Gustin CRC Press Taylor & Francis Group 4. Facility Design And Management Hand book , Timothy Springer President Hero, Inc. 5. McGraw-Hill Managing facilities, Christine Jones and Valerie Jowett Butterworth-Heinemann 6. Websites: www.wikipedia.org	