**ST.JOSEPH’COLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM**

III SEMESTER **BBA - HRM** TIME: 5HRS/WEEK

BBA 3202 (4) **HUMAN RESOURCE MANAGEMENT** MAX.MARKS:100

w.e.f.20-21 admitted batch-“20AH” **SYLLABUS**

**OBJECTIVES:**

The objective of the course is to familiarize students with the different aspects of managing Human Resources in the organization through the phases of acquisition, development and retention.

**LEARNING OUTCOMES:** Students will be able to :

CO1: Explain the concept Human Resource Management and describe the competencies needed to become effective human resource manager to resolve the HR challenges. (Case Study)

CO2: Relate the human resource planning and identify how job analysis is used in HR practices.(Role Play)

CO3: Outline the sources and techniques of recruitment and selection.

CO4: Describe the effective training and development programs and performance appraisal techniques that are currently employed in the organizations.( Group Discussions)

CO5: Differentiate between Domestic and International HRM practices which are being followed in the MNC’s today.

**UNIT- I : INTRODUCTION:** History & Evolution of HRM, Concept, Scope, Characteristics, Objectives & Importance of HRM, Personnel Management vs. HRM.(Case Studies)

**UNIT- II : ACQUISITION OF HUMAN RESOURCES:** Concept of Human resource planning, Objectives, Need and Importance, Process of Human Resource Planning, Problems in Human Resource Planning, Requisites for successful Human Resource Planning.

**JOB ANALYSIS:** Introduction, Uses of Job Analysis, Process of Job Analysis, Job Description and Job Specification.

**RECRUITMENT:** Introduction to Recruitment, Factors governing Recruitment, Process and Sources of Recruitment

**SELECTION:** Meaning of Selection , Steps in Selection process, Selection Tests and Interviews.

Placement : Induction and Job changes: Concept of Placement, Concept of Induction , Concept of Transfer, types of transfer, Concept of Promotion , Promotion Policy..(Case Studies)

**UNIT- III : TRAINING :** Concept and importance of training; types of training; methods of training; designing of a Training programme ; evaluation of training effectiveness.

**EXECUTIVE DEVELOPMENT:** Concept, process and techniques.

**CAREER PLANNING AND DEVELOPMENT:** Concept, Objectives and process. (Case Studies)

**UNIT - IV : JOB EVALUATION :** Concept & Essentials of Job Evaluation, Methods of Job evaluation

**PERFORMANCE APPRAISAL:** Concept, Importance , process of performance Appraisal, methods of Performance appraisal, Job evaluation Vs. Performance Appraisal.

**COMPENSATION:** Introduction to compensation Management, Objectives and Components of Compensation.(Case Studies)

**UNIT – V :** International Dimensions of Human Resource Management: Introduction to International Resource Management, Understanding role of cultural in International Management Practice; HRM Practices as a cultural variable, International HRM on Productivity, Quality of Work Life and Bottom Line.(Case Studies)

**TEXT BOOKS:**

Chhabra, T.N;Human Resource Management; Dhanpati Rai and Co.Pvt.Ltd New Delhi 2003.

Dr. Gupta, C.B.; Human Resource Management, Sultan Chand and Sons, New Delhi, 2003.

**REFERENCE BOOKS:**

1. Flippo, Edwin B. Personnel Management, Tata McGraw Hill.
2. Rao, V S P, Human Resource and Personnel Management (Text and Cases), Tata
3. McGraw Hill Publishing Company, New Delhi, 2003
4. Desseler, Gary; Human Resource Management; Prentice Hall.
5. D’Cenzo, David A & Stephen P.Robbin, Personnel Human Resource Management, Prentice Hall of India.
6. Beardwell, Ian & Len Holden, Human Resource Management, Macmillan, Delhi.

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