



Kot Bhalwal, Jammu

Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

HR MANAGEMENT (BBALLB-404)

BBALLB-4TH SEMESTER

ACADEMIC YEAR (2023-24)

Dr Navjeet Kaur

Assistant Professor

School of Management



School of Law

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

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Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1

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नवीनता

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
BBALLB-404	HR Management	Generic Core	3	4	0	0	30	70	100

COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Describe the basic concepts of Human Resource Management.
CO2	Explain the process of Recruitment and Selection.
CO3	Distinguish between Training and Development.
CO4	Analyse the Compensation and Performance Management System.
CO5	Evaluate the trends of E-HRM.

Unit-I

Introduction to Human Resource Management: Nature, Scope, Objectives and Importance of HRM, Evolution and Development of human resource management, Functions of HRM (Managerial and Operative Functions), Role of HR (Traditional HR Vs Strategic HR), Competitive advantage of HRM, HR Department-Organizational Composition, Role and Function.

(7 Hours)

Unit-II

Human Resource Planning, Recruitment and Selection: Features, Objectives and Importance of Human Resource Planning, Essentials of effective Human Resource Planning; Recruitment- Meaning, sources and methods, new approaches to Recruitment- E-Recruitment (Job Portals and LinkedIn hiring); Selection – Concept and Process, Difference between Recruitment and Selection.

(8 Hours)

Unit-III

Training and Development: Concept, Types and Methods of Training (On the Job Training and Off the Job Training Method); Development Concept, Evolution, Importance, Methods (Decision-Making and Interpersonal Skills), Selection of suitable methods; Training Vs Development.

(7 Hours)

Unit-IV

Performance Appraisal and Compensation Administration: Concept, objectives and Importance of Performance Appraisal, Process and Methods of Performance Appraisal, 360 Degree Feedback System; Compensation: Nature, objectives, classification and Factors influencing employee compensation; Real case scenarios discussions of Indian practice.

(7 Hours)

Unit-V

Trends in HRM: E-HRM- Meaning, Role and Types, Advantages and limitations of E-HRM, Functional areas of E-HRM: E- Recruitment, E- Selection, Video Conferencing, and E-Performance Management.

(7 Hours)

Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Human Resource Management	Gary Dessler, Bijju Varkkey	Pearson Education	16 th (2020)
2.	Human Resource Management	VSP Rao	Excel Books	3 rd (2010)

Reference Books

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Fundamentals of Human Resource Management	David A. De Cenzo, Stephen P. Robbins & Susan L. Verhulst	John Wiley and Sons	12th (2015)

COURSE PLAN
Unit-I Introduction to Human Resource Management

S.No	Topics	Recommended Books
1	Nature, Scope, Objectives and Importance of HRM	Book 2, Ch.1
2	Evolution and Development of human resource management	Book 2, Ch.1 https://www.pockethrms.com/blog/the-evolution-of-hrm-human-resource-management/
3	Functions of HRM (Managerial and Operative Functions)	https://www.uou.ac.in/sites/default/files/slm/BHM-702T.pdf
4	Role of HR (Traditional HR Vs Strategic HR)	Book 2, Ch.1
5	Competitive advantage of HRM	Book 2, Ch.1
6	HR Department- Organizational Composition, Role and Function	Book 2, Ch.2
Unit-II Human Resource Planning, Recruitment and Selection		
7	Features, Objectives and Importance of Human Resource Planning	https://www.mbaknoi.com/human-resource-management/human-resource-planning/ https://www.techfunnel.com/hr-tech/human-resource-planning/
8	Essentials of effective Human Resource Planning	https://www.mbaknoi.com/human-resource-management/human-resource-planning/ https://www.techfunnel.com/hr-tech/human-resource-planning/
9	Recruitment- Meaning, sources and methods	Book 2, Ch. 6
10	New approaches to Recruitment- E-Recruitment (Job Portals and LinkedIn hiring)	https://www.pazcare.com/hr-glossary/e-recruitment
11	Selection – Concept and Process	Book 2, Ch. 7
12	Difference between Recruitment and Selection	https://www.geeksforgeeks.org/difference-between-recruitment-and-selection/
Unit-III Training and Development		
13	Concept, Types of Training	Book 1, Ch. 8
14	Methods of Training (On the Job Training and Off the Job Training Method)	Book 1, Ch. 8
15	Development-Concept, Evolution, Importance	Book 2, Ch. 10
16	Development Methods (Decision-Making and Interpersonal Skills)	Book 2, Ch. 10



17	Selection of suitable methods	Book 2, Ch. 10
18	Training Vs Development	https://www.geeksforgeeks.org/difference-between-training-and-development/
Unit-IV Performance Appraisal and Compensation Administration		
19	Concept, objectives and Importance of Performance Appraisal	Book 1, Ch. 9
20	Process and Methods of Performance Appraisal	Book 1, Ch. 9
21	360 Degree Feedback System	https://virtualseech.com/blog/360-degree-feedback https://www.aihr.com/blog/360-degree-feedback/
22	Compensation: Nature, objectives, classification	Book 2, Ch. 16
23	Factors influencing employee compensation	Book 2, Ch. 16
24	Real case scenarios discussions of Indian practice	Book 2, Ch. 16
Unit-V Trends in HRM		
25	E-HRM- Meaning, Role and Types	https://www.marketing91.com/e-hrm/
26	Advantages and limitations of E-HRM	https://www.marketing91.com/e-hrm/ https://www.jetir.org/papers/JETIRX006046.pdf
27	Functional areas of E-HRM	https://blog.airmason.com/human-resource-functional-areas/
28	E- Recruitment	https://www.pazcare.com/hr-glossary/e-recruitment
29	E- Selection	https://www.timesdarpan.com/en/what-is-e-selection-advantages-and-their-limitations/
30	Video Conferencing	https://indiafreenotes.com/video-conferencing-importance-advantages-and-disadvantages/
31	E-Performance Management	https://essaybizlab.com/electronic-performance-management-systems-pros-and-amp-cons/ https://work.chron.com/introduction-performance-evaluation-29578.html

ADDITIONAL WEB RESOURCES

1.	MOOC: Human Resource Management: HR for People Managers Specialization (Coursera) https://www.coursera.org/specializations/human-resource-management
2.	HBPE Course Pack: HR Management 2024 created on Harvard Publishing House https://hbsp.harvard.edu/coursepacks/1147549

GRADING AND ASSESSMENT

- **Sessional Test:** 15 marks
- **Assignment:** 10 marks
- **Attendance:** 5 marks
- **Final Examination:** 70 marks

COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Academic Integrity:** MIET's academic integrity policies apply. Plagiarism will not be tolerated.
- **Late Submissions:** Assignments and projects must be submitted by the specified timelines.

FACULTY INFORMATION

- **Office Hours**
Monday (1:05 PM - 1:40 PM)
Friday (1:05 PM - 1:40 PM)
- **Contact Information**
navjeet.mba@mietjammu.in