



Kot Bhalwal, Jammu



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

COURSE HANDOUT

HUMAN RESOURCE MANAGEMENT (MBA-204)

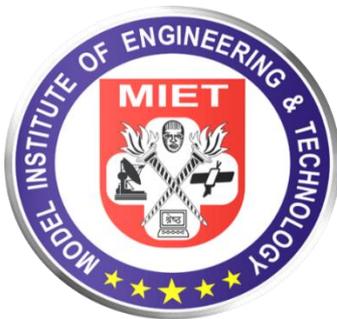
MBA-2ND SEMESTER

ACADEMIC YEAR (2023-24)

Dr Parul Sharma

Associate Professor

School of Management



School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

www.mietjmu.in



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



Please Do Not Print Unless Necessary



Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
MBA-204	Human Resource Management	Core	4	4	0	0	30	70	100

COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Understand the concept of human resource management and its relevance in organizations
CO2	Develop insights into HR planning
CO3	Understand different approaches to HR development.
CO4	Appreciate issues related to industrial relations, occupational hazards and workplace safety
CO5	Appreciate the global trends and challenges in HRM.

Unit-I

Human Resource Management (HRM): Concept, Nature, Scope, and Significance; Contemporary functions of the HRM, HR structure and strategy, Global HR Best Practices.

(10 Hours)

Unit-II

HR Planning: Concept and process, Job Analysis, Recruitment, Selection, Induction and Placement, Performance Appraisal, Promotion and Transfers, Case Study Analysis.

(12 Hours)

Unit-III

Human Resource Development: Training, Executive Development, Coaching and Mentoring, Career Planning, Career Development, Talent Management, Case Study Analysis.

(8 Hours)

Unit-IV

Building Relationships: Trade Unions, Disciplinary process, Collective bargaining; Occupational Health Hazards and diseases; Stress Management, Case Study Analysis.

(10 Hours)

Unit-V

Emerging Trends and Challenges in HRM: Cross-cultural and Diversity Management, Quality of work-life, Work-life balance, Human Resource Information System (HRIS), HR accounting and Audit, Case Study Analysis.

(8 Hours)

Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Human Resource Management	Gary Dessler	Pearson Education	13th (2020)
2.	Human Resource Management Text and Cases	Rao VSP	Excel books	3rd (2013)



Reference Books

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Human Resource Management	Ashwathapa, K	Tata McGraw-Hill Education	8th (2017)

COURSE PLAN

Unit-I Human Resource Management (HRM)

S.No	Topics	Recommended Books
1	Concept of Human Resource Management	Book 1, Ch.1
2	Nature, Scope, and Significance of Human Resource Management	Book 2, Ch.1
3	Contemporary functions of the HRM	https://fhsu.pressbooks.pub/hr-fundamentals/chapter/chapter-3-the-functions-of-modern-hr-practice/
4	HR structure and strategy	Book 1, Ch.2
5	Global HR Best Practices	https://www.researchgate.net/publication/282958529_Best_Practices_in_Human_Resource_Management_The_Source_of_Excellent_Performance_and_Sustained_Competitiveness/link/563ce8ac08ae45b5d2899552/download?tp=eyJjb250ZXh0Ijp7ImZpcnN0UGFnZSI6InB1YmxpY2F0aW9uIiwicGFnZSI6InB1YmxpY2F0aW9uIn19
Unit-II HR Planning		
7	Introduction to HR Planning	Book 2, Ch.5
8	Process of HRP	Book 2, Ch.5
9	Job Analysis	Book 2, Ch.4
10	Recruitment	https://egyankosh.ac.in/bitstream/123456789/14932/1/Unit-4.pdf
11	Selection	Book 2, Ch.7
12	Induction and Placement	https://egyankosh.ac.in/bitstream/123456789/11259/1/Unit-3.pdf
13	Performance Appraisal	Book 1, Ch.2
14	Promotion and Transfers	https://ebooks.inflibnet.ac.in/mgmt01/chapter/promotions-transfers-and-separations/
15	Case Study Analysis	Harvard Business Publishing
Unit-III Human Resource Development		
16	Training	Book 2, Ch.9
17	Executive Development	Book 2, Ch.10
18	Coaching and Mentoring	https://www.kent.edu/yourtrainingpartner/know-difference-between-



		coaching-and-mentoring
19	Career Planning	Book 2, Ch.11
20	Career Development	Book 2, Ch 11
21	Talent Management	https://nscpolteksby.ac.id/ebook/files/Ebook/Business%20Administration/ARMSTRONGS%20HANDBOOK%20OF%20HUMAN%20RESOURCE%20MANAGEMENT%20PRACTICE/34%20-%20Talent%20Management.pdf
22	Case Study Analysis	Harvard Business Publishing
Unit-IV Building Relationships		
23	Trade Unions	https://www.indiacode.nic.in/bitstream/123456789/2386/1/AAA1926tr_16.pdf
24	Disciplinary process	Book 3, Ch.12
25	Collective bargaining	https://www.investopedia.com/terms/c/collective-bargaining.asp
26	Occupational Health Hazards and Diseases	Book 1, Ch.3
27	Stress Management	Book 1, Ch.3
28	Case Study Analysis	Harvard Business Publishing
Unit-V Emerging Trends and Challenges in HRM		
29	Cross-Cultural and Diversity Management	https://www.ijariit.com/manuscripts/v6i4/V6I4-1149.pdf
30	Quality of work-life	Book 2, Ch.29
31	Work-life balance	https://www.qualtrics.com/experience-management/employee/employee-work-life-balance/
32	Human Resource Information System (HRIS)	Book 2, Ch.28
33	HR accounting	Book 2, Ch.28
34	HR Audit	https://www.pockethrms.com/blog/hr-audit/
35	Case Study Analysis	Harvard Business Publishing

ADDITIONAL WEB RESOURCES

1.	Course Pack on Human Resource Management created on Harvard Business Publishing https://hbsp.harvard.edu/coursepacks/1147893
2.	NPTEL: Video lectures on Principles of Human Resource Management Lecture series by Prof. Aradhna Malik, IIT Kharagpur https://archive.nptel.ac.in/courses/110/105/110105069/

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**
Tuesday (12:05 PM - 12:55 PM)
Thursday (12:05 PM - 12:55 PM)
- **Contact Information**
parul.mba@mietjammu.in