



Model Institute of Engineering
& Technology (Autonomous)
Course Handout

Kot Bhalwal, Jammu

COURSE HANDOUT

HUMAN RESOURCE MANGEMENT (BCMMI-505 A)

BCOM-5TH SEMESTER

ACADEMIC YEAR (2024-25)

Dr. Vibhu Johar

Assistant Professor

UG-School of Management



UG-School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

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Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



Please Do Not Print Unless Necessary



S.NO.	Course Code	Course Name	Course Type	CD	L	T	P	Marks		
								Sessional	Final Exam	Total
1	BCMMI-505 (A)	Human Resource Management	Minor	4	4	0	0	40	60	100
Faculty details	Dr. Vibhu Johar vibhu.mba@mietjammu.in									

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	Discuss insights into HR planning.
CO3	Apply different approaches to HR development.
CO4	Analyze the knowledge of performance appraisal methods in assessing employee performance.
CO5	Evaluate the global trends and challenges in HRM.

Detailed Syllabus

Section A

Unit I: Introduction to Human Resource Management: Nature, Scope, Objectives and Importance of HRM, Evolution of Human Resource Management, Functions of HRM, Role of HR, HRM in dynamic environment.

(10 Hrs)

Unit II: Human Resource Planning, Recruitment & Selection: Features, Objectives and Importance of Human Resource Planning, Effective Human Resource Planning, Recruitment- Meaning, sources and methods, Factors governing recruitment, new approaches to Recruitment, Recruitment process, Internal and external recruitment, Selection- Nature and Process.

(10 Hrs.)

Unit III: Training & Development: Concept, Nature of training and development, Types and Methods of Training (On the Job Training and Off the Job Training Method), Development- Concept, Importance, Methods, Career planning and development, Role and challenges for career development.

(10 Hrs.)

Section B

Unit IV: Appraising Performance & Compensation Administration: Nature, Process, objectives, Performance appraisal and competitive advantage, Problems with performance appraisal. Compensation: Nature, objectives, components and factors influencing employee compensation, Compensation plan and business strategy.

(08 Hrs.)

Unit V: Trends in HRM: Digitalization of HRM, Human Resource Information System (HRIS), International HRM, Challenges in IHRM, HR analytics, Auditing HR effectiveness, Employee safety, health and wellbeing.

(10 Hrs.)

Textbooks

1	Human Resource Management	K. Aswathappa & Sadhna Dash	MC Graw HILL	10 th (2023)
2	Human Resource Management	Rama Shankar Yadav	Wiley	13 th (2022)



Reference Books

S.NO.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Human Resource Management	V.S.P. Rao	Excel Books	3 rd (2010)

COURSE PLAN

Unit-I Introduction to Human Resource Management:

S.No	Topics	Recommended Books
1	Nature Importance of HRM Evolution	Book 1, Ch 1
2	Scope of HRM	Book 1, Ch 1
3	Objectives of HRM	Book 1, Ch 1
4	Importance of HRM Evolution	Book 1, Ch 1
5	Evolution of HRM	Book 1, Ch 1
6	Functions of HRM	Book 1, Ch 1
7	HRM in dynamic environment	Book 1, Ch 1

Unit-II Human Resource Planning, Recruitment and Selection

8	Features and objectives of HR planning	Book 1, Ch 4
9	Importance of Human Resource Planning,	Book 1, Ch 4
10	Essentials of effective Human Resource	Book 1, Ch 4
11	Recruitment- Meaning and sources	Book 1, Ch 6
12	Methods of Recruitment	Book 1, Ch 6
13	Selection – Concept and Process	Book 1, Ch 6
14	Difference between selection and recruitment	Book 1, Ch 7
15	New approaches to recruitment	Book 2, Ch 6

Unit-III Training & Development

16	Concept and process of training	Book 2, Ch 8
17	Methods of Training (On the Job Training and Off the Job Training Method)	Book 2, Ch 8
18	Types of training	Book 2, Ch 8
19	Development - Concept, Importance	Book 2, Ch 8
20	Career planning and development	Book 2, Ch 8
21	Training Vs Development.	Book 2, Ch 8

Unit-IV Performance Appraisal & Compensation Administration

22	Concept, features, objectives of Performance appraisal	Book 1, Ch 9
23	Importance of Performance Appraisal,	Book 1, Ch 9
24	Process and Methods of Performance Appraisal	Book 1, Ch 9
25	Compensation: Nature, objectives	Book 1, Ch 12
26	components	Book 1, Ch 12
27	Factors influencing employee compensation;	Book 1, Ch 12
28	Performance management tools.	Book 2, Ch 10

Unit-V Trends in HRM

29	Digitalization of HRM	Book 1, Ch 19
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30	Human Resource Information System (HRIs)	Book 1, Ch 19
31	International HRM	Book 1, Ch 20
32	Challenges in IHRM	Book 1, Ch 20
33	HR analytics, auditing HR effectiveness	Book 1, Ch 18
34	Employee well being	Book 1, Ch 11
35	Employee safety and health	Book 1, Ch 11

ADDITIONAL WEB RESOURCES

1.	MOOC: Management of Human Resources https://onlinecourses.swyam2.ac.in/nou21_hs19/preview
2.	NPTEL: Videos on HRM https://archive.nptel.ac.in/courses/110/105/110105069/ https://www.youtube.com/playlist?list=PLLy_2iUCG87AI9bH9SVEGnCufhPT5Evz5

GRADING AND ASSESSMENT

- **Sessional Test:** 20
- **Assignment:** 10
- **Attendance:** 10
- **Final Examination:** 60 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 (12:05 PM - 12:55 PM)
Friday (12:05 PM - 12:55 PM)
- **Contact Information**
vibhu.mba@mietjammu.in