COURSE HANDOUT
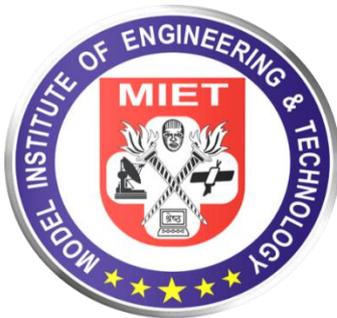
HUMAN RESOURCE MANAGEMENT (BBAMJ-504)

BBA-5th SEMESTER

ACADEMIC YEAR (2024-25)

Ms. Diksha Mahajan

Assistant Professor

School of Management

School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal , Jammu - 181122

www.mietjmu.in

Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
BBAMJ-504	Human Resource Management	Major	4	4	0	0	40	60	100

COURSE OUTCOMES

At the end of the course the student will be able to:	
CO1	Describe the role and significance of HRM in organizational success.
CO2	Articulate the process of Recruitment and Selection
CO3	Assess Training needs of the employees
CO4	Analyze the Compensation and performance management system
CO5	Evaluate the Current Trends and Future Challenges in HRM

Unit-I

Introduction to HRM: Definition, nature, and scope of HRM, Importance of HRM in organizations, Evolution and Development of HRM, Functions and roles of HR managers, HR planning: objectives, policies, and departmental organization

(10 Hours)

Unit-II

HR Planning and Staffing: Selection: Features, Objectives; 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.

(10 Hours)

Unit-III

Training and Development: Concept, Methods and types of Training, Importance of Training and Development, Training Needs identification and Assessment; Development-Concept, Evolution, Methods and Importance Evaluation Training vs development.

(10 Hours)

Unit- lV

Compensation and Performance Management: Unit IV: Compensation and Performance Management: 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; Performance management tools. (9 Hours)

Unit-V

Current Trends and Future Challenges in HRM: Trends in HRM, Technological Advancements in HRM, Ethical Issues in HRM, Future Directions in HRM Issues, Impact of technology on HR practices, Diversity and inclusion in the workplace, Managing a global workforce.

(9 Hours)

Textbooks

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Human Resource Management	Gary Dessler	Pearson	16th (2023)
2.	Human Resource Management	K Aswathappa	Mc Graw Hills	9th (2021)

Reference Books

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Managing Human Resources	Luis R. Gomez-Mejia, David B. Balkin, and Robert L. Cardy:	Pearson	9th (2020)

COURSE PLAN		
Unit-I Introduction to HRM		
S.No	**Topics**	**Recommended Books**
1	Definition, nature, and scope of HRM	Book 2, Ch.1
2	Importance of HRM in organizations	Book 1, Ch.1
3	Evolution of HRM	Book 2, Ch.1
4	Development of HRM	https://www.researchgate.net/publication/234017585_THE_DEVELOPMENT_OF_HUMAN_RESOURCE_MANAGEMENT_FROM_A_HISTORICAL_PERSPECTIVE_AND_ITS_IMPLICATIONS_FOR_THE_HUMAN_RESOURCE_MANAGER
5	Functions and roles of HR managers	https://fhsu.pressbooks.pub/hr-fundamentals/chapter/chapter-3-the-functions-of-modern-hr-practice/
6	HR planning: objectives, policies, and departmental organization.	Book 2, Ch.4
Unit-II HR Planning and Staffing		
7	Selection: Concept, Features, Objectives, Process and Importance.	Book 1, Ch.6
8	Recruitment- Meaning, sources and methods, new approaches to Recruitment	Book 1, Ch.5
9	E-Recruitment (Job Portals and LinkedIn hiring)	https://www.researchgate.net/publication/365636039_Innovative_Way_of_Using_Human_Resource_Portals_for_E-_Recruitment_and_Selection
10	Difference between Recruitment and Selection.	Book 1, Ch.6
Unit-III Training and Development		
11	Concept, Methods and types of Training,	Book 2, Ch-8
12	Importance of Training and Development,.	Book 2, Ch.8
13	Training Needs identification and Assessment	Book 2, Ch.8
14	Development-Concept, Evolution, Methods and Importance Evaluation	Book 1, Ch.8
15	Training vs development	Book 1, Ch.8
Unit-IV Compensation and Performance Management		
16	Concept, objectives and Importance of Performance Appraisal,	https://ebooks.inflibnet.ac.in/edup04/chapter/performance-appraisal-meaning-objectives-and-stages-of-performance-appraisal/

17	Process and Methods of Performance Appraisal,	Book 1, Ch.9
18	360 Degree Feedback System	Book 1, Ch.9
19	Compensation: Nature, objectives,	Book 2, Ch.12
20	Classification and Factors influencing employee compensation	Book 1, Ch.12
21	Performance management tools	Book 1, Ch.9
Unit-V Current Trends and Future Challenges in HRM		
22	Trends in HRM, Technological Advancements in HRM	Book 2, Ch.8
23	Ethical Issues in HRM	**https://www.academia.edu/1289332/ETHICAL_ISSUES_IN_HUMAN_RESOURCE_MANAGEMENT**
24	Future Directions in HRM Issues	https://www.sciencedirect.com/science/article/abs/pii/S1053482215000042
25	Impact of technology on HR practices	https://www.linkedin.com/pulse/technology-human-resource-management-shaping-hr-next-10-s-mohanty/
26	Diversity and inclusion in the workplace	https://www.pewresearch.org/social-trends/2023/05/17/diversity-equity-and-inclusion-in-the-workplace/
27	Managing a global workforce.	https://www.researchgate.net/publication/373581220_Managing_the_Global_Workforce

ADDITIONAL WEB RESOURCES

1.	**MOOC:** Human Resource Management: HR for People Managers Specialization https://www.coursera.org/specializations/human-resource-management
2.	**NPTEL:** Video lectures on Human Resource Management by DR.PRAKASH PILLAI R, Loyola College of Social Sciences https://onlinecourses.swayam2.ac.in/cec24_mg21/preview

GRADING AND ASSESSMENT

- **Sessional Test**: 20 marks
- **Assignment**: 10 marks
- **Attendance**: 10 marks
- **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**

  Tuesday (12:05 PM - 12:55 PM)
  Friday (12:05 PM - 12:55 PM)

- **Contact Information**
  diksha.mba@mietjammu.in