



Model Institute of Engineering  
& Technology (Autonomous)  
Course Handout

Kot, Bhalwal, Jammu

## COURSE HANDOUT

HUMAN RESOURCE MANAGEMENT (BBALLB-404)

BBALLB-4<sup>th</sup> SEMESTER

ACADEMIC YEAR (2025-26)

**Ms. Diksha Mahajan**

Assistant Professor

School of Management



School of Management

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal , Jammu - 181122

[www.mietjmu.in](http://www.mietjmu.in)



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1

श्रेष्ठ

श्रम

नवीनता

Please Do Not Print Unless Necessary



Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
BBALLB-404	HR Management	Major	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 HRM:** 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.

(07 Hours)

#### Unit-II

**Human Resource Planning, Recruitment & 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.

(08 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.

(07 Hours)

#### Unit-IV

**Performance Appraisal & 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.

(07 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. (07 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 <sup>th</sup> (2020)
2.	Human Resource Management	V.S.P Rao	Excel Books	3 <sup>rd</sup> (2010)

#### Reference Books

Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1





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	12 <sup>th</sup> (2015)

COURSE PLAN		
Unit-I Introduction to HRM		
S.No	Topics	Recommended Books
1	Nature, Scope, Objectives and Importance of HRM	Book 1, Ch.1
2	Evolution and Development of human resource management	Book 1, Ch.1
3	Functions of HRM (Managerial and Operative Functions)	Book 1, Ch.1
4	Role of HR (Traditional HR Vs Strategic HR),	Book 1, Ch.1
5	Competitive advantage of HRM	Book 1, Ch.1
6	HR Department- Organizational Composition, Role and Function	Book 1, Ch.1
Unit-II Human Resource Planning, Recruitment & Selection		
7	Features, Objectives and Importance of Human Resource Planning	Book 2, Ch.5
8	Essentials of effective Human Resource Planning	Book 2, Ch.5
9	Recruitment- Meaning, sources and methods, new approaches to Recruitment- E-Recruitment (Job Portals and LinkedIn hiring);	Book 2, Ch.5
10	Selection – Concept and Process, Difference between Recruitment and Selection	Book 2, Ch.5
Unit-III Training and Development		
11	Concept, Types and Methods of Training (On the Job Training and Off the Job Training Method)	Book 1, Ch.8
12	Development- Concept, Evolution, Importance, Methods (Decision-Making and Interpersonal Skills)	Book 1, Ch.8
13	Selection of suitable methods	Book 1, Ch.8
14	Training Vs Development	Book 1, Ch.8
Unit-IV Performance Appraisal & Compensation Administration		
15	Concept, objectives and Importance of Performance Appraisal	Book 1, Ch.9
16	Process and Methods of Performance Appraisal,	Book 1, Ch.9
17	360 Degree Feedback System	Book 1, Ch.9
18	Compensation: Nature, objectives, classification and Factors influencing employee compensation	Book 1, Ch.9
19	Real case scenarios discussions of Indian practice	Book 1, Ch.9



20	Performance management tools	Book 1, Ch.9
<b>Unit-V Trends in HRM</b>		
21	E-HRM- Meaning, Role and Types, Advantages and limitations of E-HRM	Book 3, Ch.6
22	Functional areas of E-HRM	Book 3, Ch.6
23	E- Recruitment	Book 3, Ch.6
24	E- Selection	Book 3, Ch.6
25	Video Conferencing, and E-Performance Management	Book 3, Ch.6

#### ADDITIONAL WEB RESOURCES

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

#### GRADING AND ASSESSMENT

- **Sessional Test:** 15 marks
- **Assignment:** 10 marks
- **Attendance:** 05 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)  
Friday (12:05 PM - 12:55 PM)
- **Contact Information**  
[diksha.mba@mietjammu.in](mailto:diksha.mba@mietjammu.in)



Model Institute of Engineering  
& Technology (Autonomous)  
**Course Handout**

Kot, Bhalwal, Jammu



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



Please Do Not Print Unless Necessary