

Course Objective:

- To develop a comprehensive understanding of Human Resource Management by enabling learners to analyse, design, implement, and evaluate strategic and operational HR practices

	Course Outcomes
CO1	Analyse the need for HRM and its limitations in modern organisations.
CO2	Understand the basics of recruitment planning, Job Analysis, forecasting, and workforce estimation.
CO3	Examine the importance, objectives, and significance of Recruitment, Selection and training.
CO4	Identify the role of employee engagement in enhancing performance and retention.
CO5	Evaluate the importance of HR research in managerial decision-making.

Unit 1: Introduction – Meaning – Definition – Objectives – Nature – Need for human resource management approach – importance – scope -Limitations – HRM Vs HRD - Line managers Human Resource duties - Strategic Human Resources Management, Strategic HRM tools.

Unit 2: Job analysis – meaning – definition – objectives – merits – process – techniques of job analysis - Methods for collecting Job Analysis Information - Writing Job Description & Job Specification – job design – objectives – importance – approaches and methods- Human Resource Planning and Recruiting: The Recruitment and Selection Process- Planning and Forecasting.

Unit 3: Recruitment – meaning – definition – purpose – importance – process – sources and methods of recruitment – selection – introduction and meaning – procedure – process – training– objectives and significance – types – steps of training.

Unit 4: Performance appraisal – meaning – features – objectives – benefits – process – limitations – methods of performance appraisal – job evaluation – introduction – process – merits and demerits of job evaluation – objectives – employee engagement - Definition & importance - Engagement vs. satisfaction vs. motivation - Leadership and communication - Recognition and rewards - Growth opportunities - Workplace culture.

Unit 5: HR planning – features – objectives – needs – types HR planning levels - Challenges in HR Planning – Human resource research – objectives – techniques – types - purpose of HR research - Importance of HR research in decision-making – human resource records – Meaning – purpose – essentials of good record keeping – significance of human resource records.

Text Books/References:

1. Human Resource and Personnel Management – K. Aswathappa – Tata MCGraw – Hill publishing company limited third edition 2002.
2. Human Resource Management – Gary Dessler, Biju Varkkey – Dorling Kindersley (India) Pvt Ltd, twelfth edition 2013.
3. Human Resource Management – Dr P.G. Aquians – Sikkim Manipal University of Health, Medical & Technological Sciences – 2003.
4. Strategic Human Resource Leader – William J Rothwell, Robert K Prescott, Maria W Taylor – Jaico Publishing House – 2005.