Gyanmanjari Innovative University

Subject: Human Resource Management - BBAFM11302

Type of course: Major (Core)

Prerequisite:

Any student who has studied and passed 12th Standard Examination in Science or General stream with English as one of the subjects from any recognized Board can join BBA Program.

Rationale:

The aim of the course is to build knowledge and understanding about Human resource management among the student. The course seeks to give detailed knowledge about the subject matter by instilling them basic ideas about Human Resource management.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks			Total Marks
CI	T	P	C	SEE	CCE		
					MSE	ALA	
4	0	0	4	100	30	70	200

Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

4 Credits * 25 Marks = 100 Marks (each credit carries 25 Marks)
SEE 100 Marks will be converted in to 50 Marks
CCE 100 Marks will be converted in to 50 Marks
It is compulsory to pass in each individual component.

Continuous Assessment:

(For each activity maximum-minimum range is 10 to 5 marks)

Sr. No	Active Learning Activities	Marks
1	**Quiz** MCQ Test will be conducted on Moodle (10 MCQs from each module).	10
2	**MOOC** Students are required to enroll in a MOOC course provided by faculty. They are required to give a quiz based on it. Upload Certificate to Moodle.	10
3	**Poster Making** Faculty will provide a topic on which students are required to prepare posters in a Group of Five	10
4	**Pros and Cons** Faculty will provide a topic that lends itself to the idea of making lists of pros and Cons / advantages and disadvantages for some issue. Student can analyze, evaluate and submit the list on either side.	10
5	**Case Study** Faculty will provide a topic and Idea related to case study. Students will prepare the solutions on the given case / situation in a group of three and Upload it to Moodle.	10
6	**Attendance**	10
7	**Student's Preference**	10
	Total	70

Course Content:

Sr. No	Course content	Hrs	% Weightage
1	**Nature and Concept of HRM:** Human Resource Management: Human Resource Management: Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM, Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager, Difference between HRM& Personnel Management, Challenges before HRM Human Resource Planning: The process of Human Resource Planning, Limitations.	15	25
2	**Training & Development:** Meaning and Definitions, Need for Training and Development, Importance of Training and Development, Benefits of Training, Difference between training and development, Training Methods. **Executive Development :** Meaning Definitions Methods of Executive Development.	15	25
3	**Job Analysis:** Meaning and Definition, Importance of Job Analysis, Process of Job-analysis: Outcomes of Job-analysis - Job Description and Job Specification. Recruitment: Factors affecting Recruitment, Process of Recruitment, Sources of Recruitment.	15	25
4	**Compensation Management:** Objectives of Compensation Planning, Developing a Pay Structure, Principles of Wage and Salary administration Current Trends in Salary Administration.	15	25

Suggested Specification table with Marks (Theory):100

Distribution of Theory Marks (Revised Bloom's Taxonomy)					
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	10%	40%	30%	10%	10%	-

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

After learning the course the students should be able to:	
CO1	Develop an understanding of the concepts of HRM and its importance in the organization.
CO2	To appraise various functions of HRM that facilitate employee hiring viz. human resource planning, job analysis recruitment and selection.
CO3	Integrate the knowledge of HR concepts to understand how managerial decisions are taken
CO4	To understand the role of training, development, and performance appraisal functions in human resource development.
CO5	Ability to understand employee issues and evaluate the new trends in HRM

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

Reference Books:

K. Ashwathapa, Latest Edition, *Human Resource Management - Text and Cases,* McGraw Hill

S. S. Khanka, Latest Edition, *Human Resource Management,* S.Chand

C.B.Mamoria, Latest Edition, *A text book of Human Resource Management*, Himaliya Publications

C.B.Gupta, Latest Edition, *Human Resource Management - Text and Cases, ,* S.Chand

VSP Rao, *Human Resource Management - Text and Cases*, Excel Books