

Programme: MMS

Name of the Course: Human Resource Management

Maximum marks: 100

No. of Sessions: 15

Name of the Faculty: Dr. Sna Faroogi

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Learning Objectives:

People (human resources) are viewed by most experts as the most important asset of any organization. Managing an organization's people is often the most challenging and complex task required of a manager. It is also the responsibility, if executed well, that permits a person to rise to the senior level of management, or prevents a manager from rising to the senior level if done poorly. The objective of the course is to teach the basic principles of human resource management—how an organization acquires, rewards, motivates, uses, and generally manages its people effectively. In addition to providing a basic legal and conceptual framework for managers, the course will introduce the manager to practices and techniques for evaluating performance, structuring teams, coaching and mentoring people, and performing the wide range of other people related duties of a manager in today's increasingly complex workplace. During the course, students will be exposed to and will discuss current human resource practices and will participate in exercises designed to enhance critical skills. Case studies will be integrated in most of the areas covered.

Reference Books:

- 1. Human Resource Management P.Subba Rao
- 2. Personnel Management C.B. Mammoria
- 3. Dessler: Human Resource Management(Prentice Hall India)
- 4. Personnel/Human Resource Management: DeCenzo & Robbins (Prentice Hall India)
- 5. D. K. Bhattacharya: Human Resource Management (Excel)
- 6. VSP Rao Human Resource Management(Excel)
- 7. Gomez: Managing Human Resource (Prentice Hall India)
- 8. Human Resource Management Dr P Jyothi and Dr D.N Venkatesh Oxford Publications



<u>Plan:</u>

Human Resource Management- Its Scope, Approaches to HRM. Organization oof Personnel Function Organization oof Personnel Function Manpower Planning Lecture Video Case Study Lecture Management Game Job analysis Lecture Management Game Job Description Organization Recruitment and Selection Employee Motivation Employee Motivation Employee Motivation Employee turnover, Retention and Re employment Training and Development Training and Development Organization Development Case Study Lecture Articles Role Play Group Discussions Case Study Lecture Discussions Case Study Lecture Discussions Case Study Lecture Discussions	Session No	Topics to be covered	Pedagogy	Remark
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i.	Academic Teat (2014-13)						
10.	Performance Appraisal systems	LectureDiscussionsCase StudyVideo					
11.	Career Planning and Development	LectureDiscussionsCase StudyVideo					
12.	Management of Organization change	LectureDiscussionsCase Study					
13.	HRD Strategies for long term Planning and Growth	LectureDiscussionsCase StudyVideo					
14.	Productivity and HRM	LectureDiscussionsCase Study					
15.	Presentations	PresentationsDiscussion					

I) Internal:

Component	Details	Marks
Class Test	Two Class Tests	20
Presentation.	Content, Creativity, Body Language and Presentation Skills, Q/A	10
Class Participation	Attendance, Class Participation, General Subject Awareness	05
Student Conduct	Overall conduct as a responsible student	05

II) <u>External:</u> (Sample questions)



Ques 1 "Objectives of HRM always contradict the objectives of the Human Resource." Elucidate the statement.

Ques 2 What do you understand by Human Resource Planning? How would you draw up a manpower plan for an organization?

Signature of Faculty

Signature of Co-ordinator