

SEMESER I

Course Title: FUNDAMENTALS OF HRM

Course Code: HRM/MIN1

Nature of the Course: MINOR

Course Credit: 4

Distribution of Marks: 60 (End Sem) + 40 (In Sem)

Course Objectives

- To provide foundational knowledge of Human Resource Management (HRM) and its significance in organizations.
- To familiarize students with HR processes like recruitment, training, performance management, and employee welfare.
- To address the emerging trends in HRM.
- To enhance analytical and decision-making skills in HR-related matters.

Learning Outcomes

Upon completion of this course, students will be able to:

- Comprehend the evolution, functions, and scope of HRM.
- Analyse HR practices related to recruitment, training, compensation, and performance management.
- Develop strategies for managing workforce diversity, employee welfare, and workplace ethics.
- Evaluate HR challenges and propose innovative solutions leveraging technology and best practices.

Course Outcomes

CO1: Explain the scope and role of HRM in achieving business goals.

CO2: Design HR plans and policies for recruitment, selection, and training.

CO3: Evaluate and manage employee performance through performance appraisal tools.

CO4: Develop employee welfare schemes that comply with legal and ethical standards.

CO5: Assess the impact of technological advancements on HRM functions.

COURSE CONTENTS

UNIT	CONTENTS	Lectures	Tutorial	Practical
1	<p>Introduction to HRM Definition, Scope, functions of HRM, Emerging challenges in HRM Roles and Responsibilities of HR Manager; VRS; Downsizing,</p>	8	2	
2	<p>Talent Acquisition, Training, and Development</p> <ul style="list-style-type: none"> • Human Resource Planning: Objectives, Process • Job Analysis: Job Description and Job Specification • Recruitment: Process and Sources • Selection: Process and Challenges • Placement and Induction • Employee Training and Development: Methods of Training (On-the-Job, Off-the-Job), Steps of training • Evaluating Training Effectiveness 	15	4	2
3	<p>Performance Management, Compensation, and Employee Welfare</p> <ul style="list-style-type: none"> • Performance Management Systems: <ul style="list-style-type: none"> ○ Objectives and Importance ○ Performance Appraisal Techniques (MBO, 360-Degree, BARS, etc.) ○ Linking Performance with Rewards • Compensation Management: <ul style="list-style-type: none"> ○ Methods of wage payment ○ Incentives, Fringe Benefits 	15	2	2
4	<p>Emerging Trends in HRM</p> <ul style="list-style-type: none"> • Emerging Trends in HRM: <ul style="list-style-type: none"> ○ Digital HR: HRIS, AI in HR Functions ○ Green HRM and Sustainable Practices ○ Work-Life Balance, Remote Work, and the Gig Economy • Technological development in HRM 	12	2	

Methods of teaching:

- Lectures and Interactive Discussions
- Case Studies and Role-Playing
- Group Assignments and Presentations
- Industry Expert Sessions

Suggested Readings:

1. Dessler, G. (2019). *Human Resource Management*. Pearson.
2. Armstrong, M. (2020). *A Handbook of Human Resource Management Practice*. Kogan Page.
3. Rao, V.S.P. (2016). *Human Resource Management: Text and Cases*. Excel Books.
4. Aswathappa, K. (2020). *Human Resource Management*. McGraw-Hill.
5. Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P. (2018). *Human Resource Management: Gaining a Competitive Advantage*. McGraw-Hill.
6. Schwind, H., Das, H., & Wagar, T. (2019). *Canadian Human Resource Management: A Strategic Approach*. McGraw-Hill.