

Course: Major
Essentials of Human Resource Management

Semester: II	Credits: 4	Subject Code:BBMAJHRM223130	Lectures: 60
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Course Outcomes:

At the end of the course, the learner will be able to:

- CO1-relate to the basic concept of HRM and develop knowledge about the functions of HRM.
- CO2-recall how Job Analysis & Human Resource Planning plays an important role.
- CO3-describe the importance of Training and Performance Appraisal.
- CO4-explore the integration of technology in human resource management processes.
- CO5- recognize awareness about Changing Environment of HRM and its trends
- CO6- develop an understanding of the importance of diversity and inclusion in the workplace and its impact on organizational success.

Unit 1: Introduction

15

- Concept of Human Resource Management
- Nature of Human Resource Management
- Functions of Human Resource Management
- Importance of Human Resource Management
- Development of Human Resource Management
- Contribution of Industrial Psychology
- Organisation of Human Resource Department
- Human Resource Policies
- Activity/Project/PPT/Case Studies

Unit 2: Procurement and Training and Development

15

- Concept, Factors, Types and Process of Human Resource Planning
- Concept of Job Analysis, Job Description and Job Specification Nature and Sources of Recruitment
- Nature and Process of Selection
- Role of Tests and Interviews
- Concepts of Induction and Socialisation
- Concepts of Training and Development
- Importance of Training and Development
- Types of Training
- Identifying Training Needs
- Methods of Training
- Concept and Methods of Executive Development



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Chairperson (HOD)	Management Studies	Mrs. Rekha Kankariya	<i>Rekha Kankariya</i> 30/5/23

Unit 3: Performance Management System	15
<ul style="list-style-type: none"> ● Concept of Performance Appraisal ● Objectives of Performance Appraisal ● Problems in Performance Appraisal ● Essentials of an Effective Performance Appraisal System ● Methods of Performance Appraisal ● Job Changes—Transfers and Promotions ● Employee Counselling 	

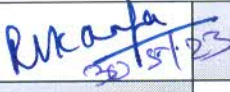

Unit 4: Compensation Management	15
<ul style="list-style-type: none"> ● Concept of Compensation ● Components of Compensation ● Fringe Benefits ● Concept of Compensation Management ● Performance Linked Compensation ● Profit-sharing ● Labour Co-partnership ● Employee Stock Option Plans (ESOPs) ● Employee Health ● Employee Welfare ● Social Security 	

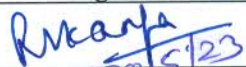
Recommended Text Books:

- CB Gupta, *Essentials of Human Resource Management*, Sultan Chand & Sons, 2018
- C B Gupta, *Human Resource management*, 18th edition, Sultan Chand & Sons, 2017.
- Gary Dessler, *Human Resource Management*, Biju Varkkey, 15th edition, Pearson, 2018

Reference Books:

- Aswthappa, *Human Resource Management* Himalaya TMH, New Delhi, 2020
- Ramaswamy, *Managing Human Resources*, Oxford University Press, New Delhi, 2018
- Rao, V.S.P, *Human Resource Management-Text & Cases*, ,Publisher: Excel Books, New Delhi, 2014
- Michael Armstrong *A hand book on Human Resource Management* - ebook

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Faculty	Abhradita Chatterjee Nahvi	

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Chairperson (HOD)	Management Studies	Mrs. Rekha Kankariya	



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Faculty	Mrs. Amrita Basu	Basu 30/5/23	
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Subject Expert (Outside SPPU)	Ms. Soma Kulshrestha	Soma K 30/5/23	
VC Nominee (SPPU)	Dr. Tanuja Devi		Tanuja 30/5/23
Industry Expert	Deepesh Sodhi	Deepesh Sodhi 30/5/23	
Alumni	Zoha Sabooni		Zoha 30/5/23
Alumni	Ms. Nilufer Chini		(N) Chini 30/5/23



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