

**Course: Major - Practical**  
**Essentials of Human Resource Management: Practices and Applications**

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| <b>Semester: II</b> | <b>Credits: 2</b> | <b>Subject Code: BBMAJHRM223131</b> | <b>Lectures: 30</b> |
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**Course Outcomes:**

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

- CO1: Develop an understanding of HR function and its role within organization
- CO2: Familiarise with essential HR skills in recruitment and selection process.
- CO3: Demonstrate key practical HRM terms and concepts, including recruitment, onboarding, training, compensation, performance appraisal, and employee relations.
- CO4: Examine HRM best practices and their alignment with an organization's strategic goals.

**Unit 1: Talent Acquisition and Selection (Activity – 1)**

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- Method of conducting - Mock recruitment exercise where students take on the roles of recruiters and candidates. (In different sectors — Entry level jobs)
- Requirements - Provide them with job descriptions
- Role of candidate - Students will prepare resumes, and interview questions specific to the jobs.  
Students will prepare Questionnaire for Entry Level Jobs.

**Role of Recruiters:**

- Screening resumes and shortlisting candidates
- Conducting interviews and assessing candidate's suitability

After the exercise, discuss the outcomes and provide feedback on their performance in assessing candidate suitability and conducting effective interviews.

**Unit 2: HR Planning and Job Analysis (Activity – 2 & 3)**

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- HR Requirement Planning Simulation: Divide students into groups and provide them with a fictional organization with specific HR requirement planning challenges.
- Ask each group to create a comprehensive HR requirement plan, considering factors such as workforce demographics, skills needs and recruitment method. Students can present their plans and receive feedback from their teachers.
- Job Analysis: Selecting recruitment advertisement from the newspaper with job descriptions of different positions within various organizations. Ask them to conduct a job analysis by identifying the key tasks, responsibilities, qualifications, and competencies required for each position. Students can present their findings and discuss how the information gathered can be used for HR requirement planning.

Learning requirements: In order to earn two credits of Completion, participants must thoughtfully complete both the modules by stated deadlines.



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| Board of Studies  | Department         | Name                 | Signature                    |
| Chairperson (HOD) | Management Studies | Mrs. Rekha Kankariya | <i>[Signature]</i><br>3/5/23 |

**Recommended Text Books:**

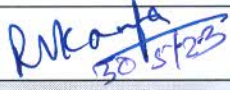

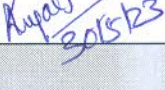
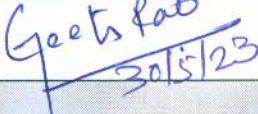
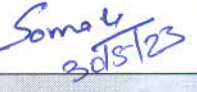
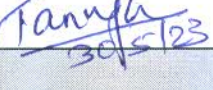
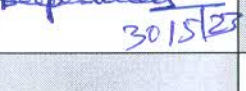
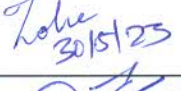
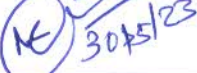
- CB Gupta, *Essentials of Human Resource Management*, Sultan Chand & Sons, 2018
- C B Gupta, *Human Resource management*, 18th edition, Sultan Chand & Sons, 2017.
- Gary Dessler, *Human Resource Management* Biju Varkkey, 15th edition, Pearson, 2018

**Reference Books:**


- Aswthappa, *Human Resource Management*, Publisher: TMH, New Delhi, 2012
- Rao, V.S.P, *Human Resource Management-Text & Cases*, Publisher: Excel Books, New Delhi, 2014
- Ramaswamy, E., *Managing Human Resources*, Publisher: Oxford University Press, New Delhi, 2012
- Michael Armstrong, *A hand book on Human Resource Management* - ebook

**Web / E-Learning Resources**

- Swayam Online courses-  
[https://onlinecourses.swayam2.ac.in/cec20\\_mg20/preview#:~:text=This%20course%20aims%20at%20building,qualification%20in%20HRM%20or%20not.](https://onlinecourses.swayam2.ac.in/cec20_mg20/preview#:~:text=This%20course%20aims%20at%20building,qualification%20in%20HRM%20or%20not.)

| Board of Studies              | Name                       | Signature   |   |
|-------------------------------|----------------------------|---|---|
| Chairperson (HoD)             | Mrs. Rekha Kankariya       |   |   |
| Faculty                       | Abhradita Chatterjee Nahvi |   |  |
| Faculty                       | Kajal Jaisinghani          |  |   |
| Subject Expert (Outside SPPU) | Dr. Geeta Rao              |   |  |
| Subject Expert (Outside SPPU) | Ms. Soma Kulshrestha       |   |   |
| VC Nominee (SPPU)             | Dr. Tanuja Devi            |   |  |
| Industry Expert               | Deepesh Sodhi              |   |   |
| Alumni                        | Zoha Sabooni               |   |  |
| Alumni                        | Ms. Nilufer Chini          |   |  |



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