

**Multidisciplinary Course (MDC): Pool B
For all disciplines (except Commerce)**

<i>Course code</i>	<i>Course Title</i>	<i>Type</i>	<i>Marks</i>	<i>Credit</i>	<i>Lectures</i>
UPOBMDC12027	Human Resource Management	MDC	75	3	40

Objective: *The objective of the course is to acquaint students with the techniques and principles to manage human resource of an organisation.*

Course Outcome: *On successful completion of the course, the students will able to learn the art of management of human resources in an organization, measurement of their performance appraisal, fixation of proper compensation and peaceful settlement of disputes.*

Contents:

Unit I: Introduction (6 Lectures)

Human Resource Management: Concept, Scope and Functions; Role, Status and competencies of HR Manager; Human Resource Information System.

Unit II: Acquisition of Human Resources (7 Lectures)

Human Resource Planning- Concept and significance; job analysis; Recruitment – Concept and sources; Selection – Concept, process and methods.

Unit III: Training and Development (10 Lectures)

Training and Development -Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Career Development.

Unit IV: Performance Appraisal (7 Lectures)

Nature, objectives and importance; Modern techniques of performance appraisal.

Unit V: Compensation & Maintenance (10 Lectures)

Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits.

Maintenance: Employee health and safety; employee welfare; social security; grievance-handling and redressal.

Suggested Readings:

- 1. Gary Dessler. A Framework for Human Resource Management. Pearson Education.*
- 2. DeCenzo, D.A. and S.P. Robbins, Personnel/HRM, Pearson Education.*
- 3. Bohlander and Snell, Principles of Human Resource Management, Cengage Learning*
- 4. Ivancevich, John M. Human Resource Management. McGraw Hill.*
- 5. Wreather and Davis. Human Resource Management. Pearson Education.*
- 6. Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.*
- 7. TN Chhabra, Human Resource Management, Dhanpat Rai & Co., Delhi*
- 8. Biswajeet Pattanayak, Human Resource Management, PHI Learning*
- 9. K. Aswathappa, Human Resource Management- Text & Cases.*
- 10. Gupta & Rosy, Human Resource Management, Kalyani Publishers*