

**Name of Institute: Indus Institute of Management Studies (IIMS)**

**Name of Faculty: Dr. Richa Verma**

**Course code: IMB0303**

**Course name: Human Resource Management**

Pres-requisites: Fundamentals of functional subjects

Credit points: 3 Credits(Sec A&B)

Offered Semester: III

**Course Lecturer (weeks 01 – 15)**

Full name: Dr. Richa Verma

Department with siting location: Management

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Consultation times: 4.00 PM to 5.00 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

### **Course Objectives**

Introduce the students to human resource management function and its roles and responsibilities. Familiarize the students about the working of different systems within HRM viz recruitment and selection, performance management, compensation management, employee relations management. Recognize HR system's strategic contribution to business and organizations.

## Course Outcomes (CO)

On successful completion of this course students will be able to:

- CO1:** To provide an understanding of the human resources management framework.
- CO2:** Offers experiential analysis to understand the challenges of HR Managers in developing their organizations.
- CO3:** Provides insights on how to develop strategies, initiatives and programs to introduce and sustain competitive HR advantage in organizations.
- CO4:** Focuses on management best practices, tools and models to implement an effective HRM system.
- CO5:** Addresses the human capital as a critical role in firm's viability in the knowledge economy.
- CO6:** To prepare for practical implications in handling human grievance procedure in organizations.

## Course Outline

**UNIT I Introduction to Human Resource Management:** HRM Concept and Challenges, Evolution of HRM, HRM Functions, Skills and Competencies of an HR Manager, Strategic Human Resource Management - Linking Corporate Strategy to Human Resource Management,

**UNIT II HR Planning and Talent Acquisition:** HR Planning and Deployment, Job Analysis and Design, Employee Recruitment, Employee Selection.

**UNIT III Managing and Rewarding Employee Performance:** Learning and Development – Learning, training and development, Performance Management System – Performance planning, appraisal and review, Compensation Management – Job evaluation, establishing pay structures, managing benefits and services, pay for performance, recognition and legal framework for compensation.

**UNIT IV Managing Employee Relations:** Employee Relations and Industrial Relations - Trade Unionism, Labor Legislation, Industrial Disputes and Conflicts –Managing industrial unrest, managing individual disciplinary issues and domestic inquiry process.

## Method of delivery

Lectures, PPT, case studies, experiential exercises, Active Learning Techniques.

## Study time

3 hours per week

## CO-PO Mapping (PO: Program Outcomes)

PO1: Enhance Conceptual clarity & domain knowledge

PO2: Develop Awareness of Business Environment

PO3: Build Effective oral & written communication skills

PO4: Prepare Original thinkers and creative problem solvers

PO5: Comprehend Ethical and Social Responsibility

PO6: Develop Ability for team building & effective human development

	PO1	PO2	PO3	PO4	PO5	PO6
CO 1	3	2	–	–	1	–
CO 2	1	3	–	1	2	–
CO 3	1	1	2	–	–	3
CO 4	2	2	–	–	1	–
CO 5	1	1	–	–	2	1
CO 6	3	–	–	2	1	1

## Blooms Taxonomy and Knowledge retention (For reference)

(Blooms taxonomy has been given for reference)

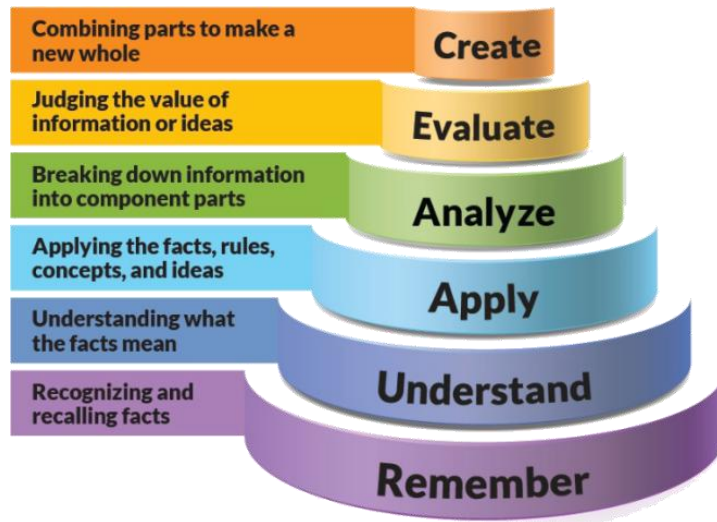


Figure 1: Blooms Taxonomy

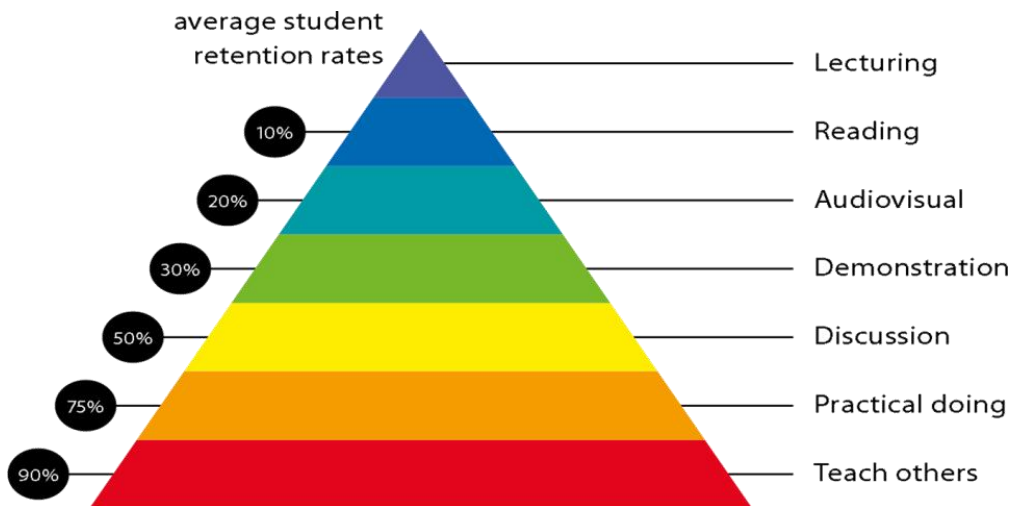


Figure 2: Knowledge retention

### Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of _____ Graduate Capabilities
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<p><b>Informed</b></p> <p>Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.</p>	<p><b>1 Professional knowledge, grounding &amp; awareness</b></p>
<p><b>Independent learners</b></p> <p>Engage with new ideas and ways of thinking and critically analyze issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.</p>	<p><b>2 Information literacy, gathering &amp; processing</b></p>
<p><b>Problem solvers</b></p> <p>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.</p>	<p><b>3 Problem solving skills</b></p>
<p><b>Effective communicators</b></p> <p>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognize how culture can shape communication.</p>	<p><b>4 Written communication</b></p>
	<p><b>5 Oral communication</b></p>
	<p><b>6 Teamwork</b></p>
<p><b>Responsible</b></p> <p>Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.</p>	<p><b>7 Sustainability, societal &amp; environmental impact</b></p>

**Practical work:**

1. ASSIGNMENT -1 Unit 1&2
2. ASSIGNMENT -2 Unit 3&4

## Lecture times

9.55AM-10:40AM– Monday, Wednesday & Friday(Sec A)

9.55AM-10:40AM -Tuesday& Thursday & 11:45AM- 12:40PM- Wednesday(Sec B)

## Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

## Details of referencing system to be used in written work

### Text books

1. Gary Dessler and Biju Varkkey. Human Resources Management. Pearson Latest Edition.
2. Sinha, Sinha and Shekhar Industrial Relations, Trade unions and Labour Legislations Pearson Education Latest Edition.
3. Mirza S Saiyadain. Human Resource Management. Tata McGraw-Hill Latest Editions.

### Reference Books:

1. Snell, Bohlander, Vohra. Human Resource Management. Cengage Learning
2. P. Jyothi and D.N.Venkatesh. Human Resource Management. Oxford University Press Latest Edition
3. P. Subba Rao. Essential of Human Resource Management and Industrial Relations. Himalaya Latest Edition
4. K. Aswasthapa Human Resource Management TATA McGraw, Hill Latest Edition
5. C.B.MAMORIA & S .V Gankar. Human Resource Management.Himalaya Publishing House Latest Edition
6. John M. Ivancevich . Human Resource Management, Ninth Edition – Tata McGraw Hill
7. Gomez, Mejia, Balkin and cardy Managing Human Resources, Third Edition- Pearson Education.
8. S.C.Srivastava. Industrial Relations & Labor Laws, Fourth Revised Edition– Vikas Publishing House

## ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

Assignment	10 Marks
Class Test	5 Marks
Attendance	5 Marks
Mid semester	40 Marks
Final exam ( <i>closed book</i> )	40 Marks

## SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 40% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 40% marks to clear the concerned components.

### Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

### Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

### University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

**Plagiarism** - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

### Course schedule(subject to change)

	Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
	Weeks 1	HRM Concept and Challenges, Evolution of HRM	CO1	Lecture
	Weeks 2	HRM Functions, Skills and Competencies of an HR Manager.	CO1	Lecture

Week 3	Strategic Human Resource Management - Linking Corporate Strategy to Human Resource Management	CO2	Lecture
Week 4	HR Planning and Deployment, Job Analysis and Design.	CO2	Lecture
Week 5	Strategic view of Employee sources, Employee Selection and its Process.	CO3	Lecture
Week 6	Learning and Development – Learning, training, Process and methods and executive development, importance and techniques.	CO3	Lecture
Week 7	Performance Management System – Performance planning, appraisal (traditional modern methods) and review	CO3	Lecture
Week 8	Compensation Management – Job evaluation, establishing pay structures, managing benefits and services, pay for performance, recognition	CO4	Lecture
Week 9	legal framework for compensation, laws relating to wages.	CO4	Lecture
Week 10	Revision		Lecture
Week 11	Mid Term		
Week 12	Employee Relations and Industrial Relations- Trade Unionism, Labor Legislations.	CO4	Lecture
Week 13	Industrial Disputes and Conflicts – Managing industrial unrest.(part-1)	CO5 & CO6	Lecture
Week 14	Industrial Disputes and Conflicts- managing individual disciplinary issues and domestic inquiry process.	CO5 & CO6	Lecture
Week 15	Doubt solving & revision		