

5th SEMESTER

HUMAN RESOURCE MANAGEMENT (Open elective-1)

Course Code: IMOEO1

Credit:3:0 : 0

Prerequisite: Nil

Contact Hours: 42

Course Coordinator(s): Dr. S. Appaiah / Dr. C.S. Chethan Kumar

Course Content

Unit –I

Introduction to HRM: Evolution of HRM, Objectives, Functions and Policies.

Man Power Planning: Uses and benefits, Man Power Inventory, Man Power Forecasting, Methods of Man Power Forecasting.

Unit –II

Recruitment and Selection: Sources of man power, advertisement, short listing of candidates for Selection procedure – Written Test, Group Discussion, Interview – Different methods, advantages and Limitations, Psychological testing – Advantages and limitations.

Unit –III

Training And Development : Identification of Training needs, Training Evaluation, Skill based training, Training Budget, Executive Development – Different Approaches, Non-executive development – Different methods, Training as a tool for continuous growth of Individual and Organizers.

Unit –IV

Induction & communication: Induction procedure, transfers, promotion exit interview, (Written test, Group Discussion, Interviews). Communication function, communication process, effective communication.

Unit –V

Performance Appraisal: Components (all round performance appraisal) Methods, Advantages and limitations of different methods, Personal counseling based on Annual confidential reports, competency mapping, CSR

Text Books

1. Dr. K Ashwathappa – Human Resource Management, Tata McGraw Hill, 5th Edition, 2005.
2. Hersey and Blanchard -Management of Organization's Behavior, Prentice Hall of India, 10th Edition –2012.
3. Arun Monappa -Industrial Relations, TMH, ISBN – 0-07-451710-8,2007

References

1. Decenzo and Robbins -Personnel / Human Resource Management, PHI, 2002.
2. CB Mamoria -Management of Human Resources, Himalaya Publication House, 2003.
3. Jain -Industrial Acts, TMH Publications, 2004.

Course outcomes

At the end of the course, student will be able to

1. Plan and organize for the manpower in the given type of organization (PO- 6,9&PSO-1)
2. Analyze and select the right recruitment / rights strategy for a given organization (PO- 6,10&PSO-1)
3. Design the appropriate training and development programme to the employee after analyzing the training needs (PO- 6,10&PSO-3)
4. Identify the procedure for transfer, promotion with various. Interviews types with checking effective communication(PO-6,9& PSO-4)
5. Identify the performance appraisal method depending on the type of organization.(PO- 6,10&PSO- 3)

