GUJARAT TECHNOLOGICAL UNIVERSITY

INTEGRATED MASTER OF BUSINESS ADMINISTRATION

Year – 2 (Semester –4) (W.E.F. Academic Year 2018-19)

Subject Name: Basics of Human Resource Management (BHRM)
Subject Code: 2547105

1. **Learning Outcomes:**
   - Understanding the dimensions of management of human resources, with particular reference to HRM policies and practices in India.
   - Ability manage employees and develop the organization as a whole

2. **Course Duration:** The course duration is of **40 sessions of 60 minutes each.**

3. **Course Contents:**

Module No.	Modules with its Contents/Chapters	No. of Sessions	Marks (out of 70)
I	**Introduction:** Introduction to HRM, PM v/s HRM, Nature, Scope and Importance of Human Capital in an organization. History of HRM and HR movement Functions and Objectives of HRM **Human Resource Planning:** Definition and objectives of Human Resource planning. • Process & Methods of Human Resource planning. • Factors influencing estimation of Human Resources	10	18
II	**Job Analysis and Design:** Definition, Purpose Types: Job design, Job description, Job Specification. Enrichment, Enlargement, Rotation. Re-engineering and Job Evaluation **Recruitment:** Concept, Process, Methods **Selection;** Concept, Importance, Process Distinguish between Recruitment and Selection Orientation and its programme	12	18

III	**Training:** Assessing training needs Methods of Training: on-the job, off – the job Importance of Training design and content **Performance Appraisal** Concept and Process, types. **Basics of IR:** Meaning, Characteristics, Objectives and Factors of IR. 3 Components of IR: worker, employer and government Importance of Harmonious IR	10	17
IV	**Grievance and Grievance Procedure:** Concept of Grievance, the Grievance Handling Procedure, Need for Grievance Redressal Procedure **Employee Welfare and Working Conditions:** Concept of Employee Welfare, Types, Employee Welfare Responsibility, Benefits of Employee Welfare Activities	8	17
V	**Practical:** Study Recruitment and Selection Policies, Training and Development and Performance Appraisal System of a Company with different Industries at all the three levels – Top, Middle and Bottom and compare the same with IT, Manufacturing and Service Industry in India.	---	30 marks CEC

4. Teaching Methods:

- Lectures
- Case Discussions and Role Playing
- Audio-visual Material (Using CDs/Clippings/ online videos)
- Assignments and Presentations

5. Evaluation:

The evaluation of participants will be on continuous basis comprising of the following elements:

A	Continuous Evaluation Component comprising of Projects / Assignments / Quiz / Class Participation / Class test / Presentation on specific topic etc.	(Internal Assessment-50 Marks)
B	Mid-Semester examination	(Internal Assessment-30 Marks)
C	End –Semester Examination	(External Assessment-70 Marks)

6. Reference Books:

Sr. No.	Author	Name of the Book	Publisher	Year of Publication
1	Michael Armstrong, Stephen Taylor	Armstrong's Handbook of Human Resource Management Practice	Kogan Page	14 edition (3 February 2017)
2	Aswathappa	Human Resource Management: Text and Cases	McGraw Hill Education	Seventh edition (1 May 2013)
3	Gary Dessler and BijuVarkkey	Human Resourse Management 14e	Pearson Education India;	latest
4	P Subba Rao	Essentials of Human Resource Management and industrial Relations: Text, Cases and Games	Himalaya Publishing House	latest
5	Sinha & Sinha	Industrial Relations, Trade Unions, and Labour Legislation	Pearson Education	Latest
6	Gupta & Joshi	Human Resource Management	Kalyani Publishers	Latest
7	C B Mamoria, Satish Mamoria, P Subba Rao	Dynamics of Industrial Relations	Himalaya Publishing House	Latest

Note: Wherever the standard books are not available for the topic appropriate print and online resources, journals and books published by different authors may be prescribed.

7. List of Journals / Periodicals / Magazines / Newspapers, etc.
1. Journal of Human Resources
2. Organization Science
3. Leadership Quarterly
4. Organizational Behaviour and Human Decision Processes