

Faculty of Commerce & Business Management, Kakatiya University, Warangal.

BBA - III Semester -COURSE NO. DSC - 301

HUMAN RESOURCE MANAGEMENT

OBJECTIVE:

The aim of this course is to introduce to student the basic concepts related to Human Resource Management which can form foundation to understanding advanced concepts in managing human resources in an organization.

UNIT - I : INTRODUCTION TO HUMAN RESOURCE MANAGEMENT AND ENVIRONMENT :

Functions of Human Resource Management. Managerial and operative role of Human Resource Management. Personnel Management vs. Human Resource Management - Strategic Management Approach. The Role of Globalization in HR Policy and Practice.

UNIT - II : ACQUIRING HUMAN RESOURCES :

Human Resource Planning and Alignment - Job Analysis and Design. Job Description, Job Specification and Job Evaluation, Job- Restructuring - Job Rotation, Job Enlargement and Job Enrichment. Recruitment and Selection - Placement - Induction and Orientation. Line and Staff.

UNIT - III : DEVELOPING HUMAN RESOURCES :

Training and Development - Employee Training and Retraining - Assessing Training Needs and Designing Training Programmes. An overview on employee orientation: Career Planning and Development: Role and Significance of Career Planning - Impact of Career Planning on Productivity.

UNIT - IV: LABOUR MANAGEMENT :

Industrial Relations and Industrial Disputes. Principles and guidelines for effective handling of Industrial Disputes and Industrial Relations - Standing Orders - Role and Contents of standing orders - Labour Relations and Collective Bargaining - Employee Health and Safety.

UNIT - V : REWARDING HUMAN RESOURCES :

Performance Appraisal - Methods and needs for Performance Appraisal - Organization Climate and its impact on HRM. Components of Organization Culture. Quality of Work Life - Determinants of quality of work life. Impact of QWL on Organization Climate and Culture.

SUGGESTED BOOKS :

1. Human Resources - Bernandin H. John. TMH
2. Managing Human Resources - Wayne E. Casio. - TMH
3. Human Resources Management - David Lepak and Mary Gowan - Pearson
4. Human Resources Management - Decenzo and Robbins - John Willey
5. Human Resource Management, P Subba Rao, HPH, 2009
6. Human Resource Management, Sen Gupta, 2018 1st Edition, Sage Publication