



# SYMBIOSIS COLLEGE OF ARTS & COMMERCE

An Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

| COURSE TITLE  | Introduction to Human Resource Management   |                 |
|---|---|-----------------|
| <b>Course Learning Outcomes:</b><br><b>On successful completion of the module students will be able to:</b> <ol style="list-style-type: none"><li>1. To develop an understanding about the functions of HRM.</li><li>2. To distinguish between Recruitment and Selection.</li><li>3. To relate the various stages in Training cycle.</li><li>4. To develop an understanding about basics of compensation management and Performance appraisal.</li><li>5. To discuss about managing employee relations.</li></ol> |   |                 |
| <b>Gist of this course in maximum 3 to 4 lines</b>  | This course provides an overview of functions of human resource management about how organizations acquire, develop and manage their employees. The course focuses on providing general understanding of all the HR roles related to the employee life cycle management.  |                 |
| Unit  | CONTENTS OF THE COURSE  | No. of Lectures |
| 1.  | <b>Introduction to Human Resource Management</b> <ol style="list-style-type: none"><li>1.1 Concept of HRM and Evolution of HRM</li><li>1.2 Functions and Role of HR Manager,</li><li>1.3 The concept of job analysis, Job description, Job specification, Job enrichment, Job rotation, Job enlargement,</li><li>1.4 Challenges before HRM</li></ol>  | 10              |
| 2.  | <b>HR Procurement</b> <ol style="list-style-type: none"><li>2.1 Human Resource planning, Concept and importance of HRP</li><li>2.2 HR planning process</li><li>2.3 Concept of Recruitment, Factors affecting recruitment</li><li>2.4 Concept and importance of selection, Stages in selection process</li><li>2.5 Concept and importance of Induction</li><li>2.6 Cases related to HR procurement</li></ol> | 12              |
| 3.  | <b>Training and Development</b> <ol style="list-style-type: none"><li>3.1 Meaning and importance of Training</li><li>3.2 Stages involved in training process (Training need Identification, Design of training, Implementation of training, Evaluation of training)</li><li>3.3 On the job and off the job training method</li><li>3.4 The concept of Management Development program</li></ol>              | 12              |

|           |   |           |
|-----------|---|-----------|
| <b>4.</b> | <b>Compensation management and Performance appraisal</b><br>4.1 The Concept and objectives of Compensation management<br>4.2 Employee remuneration factors, Fringe benefits<br>4.3 Concept and objectives of Performance Appraisal<br>4.4 Performance Appraisal Process<br>4.5 Performance appraisal methods. | <b>12</b> |
| <b>5.</b> | <b>Managing employee relations</b><br>5.1 Flexible work arrangements (flexi time, telecommuting, job sharing)<br>5.2 Career Planning, Succession planning<br>5.3 Handling employee grievances, Need and objectives of Discipline<br>5.4 The concept of Separation management, related cases                   | <b>8</b>  |
|           | <b>Total Number of Lectures</b>   | <b>54</b> |

**Suggested Reference Books:**

1. Rao, P. Subba (2014). Essentials of Human Resource Management & Industrial Management: Text & Cases. New Delhi: Himalaya Publication.
2. C.B. Mamoria , S.V.Gankar, Personnel Management: Himalaya Publication.
3. Armstrong, M. (2010). Handook of HRM Practice. USA: Kogan Page.
4. Dessler, G. (2010). Human Resource Management. New Delhi: Prentice Hall.
5. Basak, S. P. (2012). Human Resource Management: Text & Cases.: Pearson
6. Ashwathhapa – Human Resource management