CLUSTER UNIVERSITY SRINAGAR
Dean School of Social Science
Gojibagh Srinagar 190008

COURSE TITLE: *HUMAN RESOURCE MANAGEMENT (MAJOR)*	**TOTALCREDITS:4**
Course Code: *UGCOM22J203*	(*THEORY=3; TUTORIAL= 01*)

UG 2ND SEMESTER (NEP)
SUBJECT: MANAGEMNET

Learning Objectives:

This course aims at providing an understanding of concepts, principles, and functions of human resource management in the present-day business environment. The course will use and focus on Indian Experiences, Approaches and Cases.

Learning Outcome
- Understand managerial roles in human resource affairs.
- Understand HRM approaches to staffing, selection and performance appraisal;
- Develop a clear understanding of the specific functions and activities of HRM by analyzing real life business problems/issues;
- Provide knowledge of contemporary issues and practical techniques associated with effective practice of HRM.

Curriculum Details:

UNIT-I	**Introduction**
	(a) Human Resource Management (HRM): Concept, Nature, Scope, Importance and Functions of HRM.
	(b) The changing environment of HRM - Globalization, Workforce Diversity, Organizational Restructuring,
	(c) HR Planning - Concept, Objectives and Process. Concept of Job Analysis, Job Description and Job Specification.
UNIT-II	**Recruitment and Selection**
	(a) Recruitment: Meaning, Sources, Methods and Factors affecting Recruitment.
	(b) Selection- Meaning, Sources, Methods. Recent Trends in Selection Process.
	(c) Orientation- Process and Sources. Placement and Induction- Importance, Benefits and Process. Promotions; Transfers; Demotion; Separation.
UNIT-III	**Training and Development**
	(a) Training: Training Process, Objectives, Importance and Methods of Training and Development.
	(b) Performance Appraisal: Concept, Process and Techniques, Performance Appraisal vs Potential Appraisal. Job Evaluation: Meaning, Objectives and Methods**.**
Unit– IV	**Tutorial/Practical**
	(a) Presentation on case studies based on syllabi of Unit I to Unit III/Classroom seminars and Group discussions wherever feasible.
	(b) Project Work/ Assignment based on case component/Theory component (Hard Copies to be submitted as well).

Suggested Readings:
1. *Robbins S.P and D.A. Decenzo: Human Resource Management, Prentice Hall Inc., New Jersey.*
2. *Dessler, G: Human Resource Management, Pearson. Aswathappa, K:*
3. *Human Resource and Personnel Management, Tata McGraw Hill, New Delhi.*
4. *Rao, V.S.P: Human Resource Management- Text and Cases, Excel Books.*