

KLE Society's
Lingaraj College, Belagavi
(Autonomous)

Department of Bachelor of Business Administration

B.B.A.: III Semester

Human Resource Management – I
(w.e.f. 2017-18 and onwards)

Teaching hours per week – 04 :	Maximum Marks	:	100 Marks
	Semester End Examination	:	70 Marks
	Internal Assessment	:	30 Marks

Course Outcome:

At the end of this course students will be able to:

1. Understand and Explain the basic concepts, functions and processes of human resource management and its relevance in organizations.
2. Understand the roles, functions and functioning of human resource department of the organizations and to develop necessary skill set for application of various HR issues.
3. Design and formulate various HRM processes such as Job Analysis, Recruitment and Selection, Training and Development, Performance Appraisals and Reward Systems and Compensation Plans.
4. Analyze the strategic issues and strategies required to select and develop manpower resources.
5. To integrate the knowledge of HR concepts to take correct business decisions.

Syllabus

UNITS	Syllabus	HOURS
Unit I	Introduction <ul style="list-style-type: none">• Meaning of HRM, Line and Staff aspects of HRM• Human Resource Planning• Functions of HR Manager	04
Unit II	Recruitment and Placement <ul style="list-style-type: none">• Job Analysis – Uses and Steps in Job Analysis• Methods of Collecting Job Analysis Information• Writing Job Descriptions & Writing Job Specifications• Recruitment – Meaning and Sources• Selection – Meaning and Steps• Types of Tests & Work Sampling and Simulations• Background Investigations and Reference Checks• Types of Interviews• Designing and Conducting the effective interview	18
Unit III	Training and Development <ul style="list-style-type: none">• Orientation and Induction of New employees	12

	<ul style="list-style-type: none"> • The Training Process • Training Methods • Management Development – Meaning and On the Job and Off the job Training Methods • Evaluating the Training effort 	
Unit IV	Performance Appraisal <ul style="list-style-type: none"> • Performance Appraisal and performance Management • Performance Appraisal Methods • The Appraisal Interview 	10
Unit V	Compensation <ul style="list-style-type: none"> • Meaning and Components • Establishing Salary Rates – Process • Pricing Managerial and Professional Jobs • Competency - Based Pay • Individual Employee Incentive and Recognition Programs • Incentives for Salespeople • Team/Group Variable Pay Incentive Plans • Organisational Variable Pay Plans • Incentives for Managers and Executives • Designing and Executing Effective Incentive programs • Benefits and services – Pay for time Not Worked, Insurance Benefits, Retirement Benefits, Personal Services and Family – Friendly benefits • Flexible Benefit Programs 	16

TEXT BOOKS:

1. Dessler, G.&VarkkeyB.(2016) Human Resource Management, 14th Ed, Pearson Education.
2. Aswathappa K. (2008) Human Resource and Personnel Management,5th Ed, Tata McGraw Hill Publishing Co. Ltd.

REFERENCE BOOKS:

1. A Handbook of Human Resource Management Practice – Michael Armstrong.
2. Personnel and Human Resource Management, Text and Cases – Dr P. Subba Rao.