

KLE Society's
Lingaraj College, Belagavi
(Autonomous)

Department of Bachelor of Business Administration

B.B.A.: IV Semester

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

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|---------------------------------------|---------------------------------|----------|------------------|
| 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 Outline the Career Planning and Management Process and develop the procedure for Career Development.
2. Understand and Apply the strategies for addressing employee absenteeism, turnover, retention and downsizing.
3. Observe and Interpret the recent trends and issues in managing Human Resources in today's world.
4. State and Analyze the problems in Industrial Relations and provide statutory solution for the issues arising from Industrial Relations.
5. Acquire conceptual understanding of the various Labour Legislations applicable to the today's business.

Syllabus

| UNITS | Syllabus | HOURS |
|--------------|---|--------------|
| Unit I | Career Management <ul style="list-style-type: none">• Career, Career Stages, Career Paths• Career Planning<ul style="list-style-type: none">○ Individual Career Planning, Organizational Career Planning○ Career Planning Methods and Practices• Career Development<ul style="list-style-type: none">○ Challenges and Roles in Career Development○ Career Development Interventions• Individual Centered & Organization-Centered Career Management Systems• Design and Implementation of Career Management Systems• Coaching and Mentoring• Succession Planning – Process and Implementation | 12 |
| Unit II | Managing Human Resource <ul style="list-style-type: none">• Absenteeism, Employee Turnover & Separation• Employee Retention | 08 |

| | | |
|----------|---|----|
| | <ul style="list-style-type: none"> • Employee Downsizing | |
| Unit III | Trends in Human Resource Management <ul style="list-style-type: none"> • Human Resource Outsourcing • IT in HRM • HRM in Knowledge Economy • Managing Cross Culture Workforce • Employee Engagement | 08 |
| Unit IV | Industrial Relations <ul style="list-style-type: none"> • Concept of Industrial Relations • Employee Discipline and Grievance Handling • Employee Participation in Management • Trade Unions and Collective Bargaining • Quality of Work Life & Work Environment | 16 |
| Unit V | Important Labour Legislations <ul style="list-style-type: none"> • Minimum Wages Act - 1948 • Payment of Wages Act - 1936 • Payment of Bonus Act - 1965 • ESI – Employee State Insurance Act -1948 • Employee Provident Fund Act - 1952 • Payment of Gratuity Act - 1972 • Maternity Benefit Act - 1961 | 10 |

TEXT BOOKS:

1. Human Resource Management – Gary Dessler, Pearson Publication.
2. Industrial Relations – Arun Monappa, Tata McGraw-Hill Education.

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.