



Autonomous (2016-17)

Malad Kandivli Education Society's

**NAGINDAS KHANDWALA COLLEGE**

**OF COMMERCE, ARTS & MANAGEMENT STUDIES**

**AND SHANTABEN NAGINDAS KHANDWALA COLLEGE OF SCIENCE**

(Re-accredited (3<sup>rd</sup> cycle) by NAAC with 'A' Grade)

ISO 9001 : 2015 Certified

Educational Excellence Award By Indus Foundation, U.S.A.

IMC Ramkrishna Bajaj National Quality Commendation Certificate

**New Courses introduced**

**2017-18 to 2020-21**

**DR. (MRS.) ANCY JOSE  
PRINCIPAL**



***Syllabus of Courses of  
Bachelor of Management Studies (Sports Management)  
at Semester II***

**4. Human Resource Management**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of lectures</b>
Module 1	Introduction to HRM	15
Module 2	Job Analysis & Recruitment	15
Module 3	Performance Appraisal	15
Module 4	Participative management	15
	<b>Total</b>	<b>60</b>

**Course Objectives**

1. To acquaint students with various issues related to Human Resource Management.
2. To give an overview on Organisation Behaviour as an area of Management.
3. To introduce basic concepts, functions & processes and to create an awareness on the role, functioning of HRM

**Course Outcome**

After successful completion of the course the learner will be able to

CO1 - Memorize the functions of human resource management. (Cognitive level: Remember)

CO2 – Explain and Interpret the concept of Job Analysis and Recruitment. (Cognitive level: Understand)

CO3- Demonstrate an understanding on the methods of performance appraisal. (Cognitive level: Apply)

CO4 - Examine current issues, trends, practices and processes in human resource management. (Cognitive level: Apply)

## Detailed Syllabus

Module	Topics	No. of Lectures
<b>1</b>	<b>Introduction</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>● Introduction to HRM Definition, Features, Scope/Functions of HRM.</li> <li>● Evolution of HRM, Trends in HRM, Difference between HRM and PM, Challenges before the HR Manager, Role of the HR manager, Traits/Characteristics of the workforce, Personnel Philosophy, Personnel Manual.</li> <li>● Human Resource Planning: Definition of HRP, Process of HRP along with brief coverage of personnel demand and supply, Forecasting techniques, Factors affecting HRP, HRIS, VRS, Outsourcing, Pink slip/termination/retrenchment/downsizing/ Separation Contracting and Sub-Contracting, Promotions and Transfers.</li> </ul>	
<b>2</b>	<b>Job Analysis &amp; Recruitment</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>● Job analysis: Definition, Method of collecting job data, Merits and demerits/ limitations.</li> <li>● Job Design: Definition, Factors affecting job design, Approaches to job design.</li> <li>● Job evaluation: Definition, Methods of job evaluation, Process of job evaluation.</li> <li>● Recruitment: Definition, Sources of recruitment, Merits and demerits.</li> <li>● Selection: Definition, Process of selection, Types of selection tests, Types of interviews.</li> <li>● Induction/orientation: Definition, Methods, Process, Placement.</li> <li>● Training and Development: Definition of training and development, Methods of training Managers, Process/ Procedure of conducting training programs, How to evaluate effectiveness of training program, Advantages of T &amp; D.</li> </ul>	
<b>3</b>	<b>Performance Evaluation</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>● Performance Appraisal: Definition, Methods of appraisal for managers, Traditional and Modern, Process/procedure of conducting performance appraisal, Advantages of performance appraisal, Limitations of performance appraisal.</li> <li>● Compensation management, Definition of compensation Components of salary/ salary slip.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Fringe benefits, Definition and Types Performance linked incentives/incentives, Advantages and Disadvantages.</li> <li>● Career planning and Development: Definition of career planning and career development, Process /procedure Career stages/career life cycle and how to handle personnel at each stage, Essentials to make career planning successful, Career counselling, Employee Retention techniques, Succession planning.</li> </ul>	
<b>4</b>	<b>Participative Management &amp; Industrial Relations</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>● Participative Management: Definition of participative management, Levels of participation, Trends in Participative management, Factors important for effective participative management, Forms of participation, Participation through quality circles, Empowered teams.</li> <li>● Industrial Relations: Definition of industrial relations, Features of industrial relations, Importance of industrial relations, Approaches to industrial relations, Parties to industrial relations.</li> <li>● Trade Unions: Definition of a trade union, Features of a trade union, Trade Union movement in India, Trends in TU.</li> </ul>	

### Reference Books:

1. Griffin, Ricky W: Organizational Behaviour, Houghton Mifflin Co., Boston.
2. Prasad L M, Organizational Behaviour, Sultan Chand.
3. Khanka S. S., Organizational Behaviour, S. Chand.
4. P.L. Rao-International Human Resource.
5. Ivancevich; John and Micheol T. Matheson: Organizational Behaviour and Management, Business Publication Inc., Texas.
6. Koontz, Harold, Cyril O'Donnell, and Heinz Weihrich: Essentials of management, Tata McGraw-Hill, New Delhi.
7. Luthans, Fred: Organizational Behaviour, McGraw-Hill, New York.
8. Human Resources and Personnel Management K Aswathappa Test and Cases.
9. Personnel Management Mamoria.
10. Personnel Management FlippoMcgraw.
11. Excellence through HRD M Nair and T V Rao.
12. Handbook of Human Resource Armstrong and Management Practice Michael Kogan.