

Post Graduate Diploma in Management (PGDM)  
Human Resource Management(HR501)

CREDIT: Full (two credits)  
SESSION DURATION: 60 Minutes  
TERM: II  
YEAR: 2021-2022

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**Course Introduction**

The course aims to provide a broad understanding of human resource management (HRM) function in work organizations. HRM is one of the most vital area of management and is comprised of the following the following key functions: recruitment and selection, job analysis and description, compensation and benefits, employee relations, training and development, performance appraisal, legal compliance, and worker welfare. HRM has acquired a strategic role in the contemporary organizations and its effectiveness is considered directly related to organizational performance. Its importance and scope both are growing in global environment. The discipline now has come to be concerned with many new and emerging areas, such as safety and health, retention, quality of work life, productivity, employee morale, and diversity management. HRM knowledge is crucial for all managers.

**Learning Outcomes**

**Learning Outcomes:** After completing the course student will

- be able to explain HRM and its functions (LO1)
- understand organizational workforce requirement (LO2)
- be able to apply recruitment and selection practices and process (LO3)
- be able to understand the importance and will be able to design training programme (LO4)
- be able to link HRM with organizational performance (LO5)
- appreciate role of pay and employee relations in retention of employee (LO6)
- understand the movement in the organization (LO7)

| Evaluation Scheme      | Component  | Marks |
|------------------------|--|-------|
|                        | Class Participation  | 10    |
|                        | Case Discussion  | 10    |
|                        | Assignment   | 20    |
|                        | Mid Term   | 20    |
|                        | End Term   | 40    |
|                        | Total  | 100   |
| <b>Pedagogic tools</b> | Lecture, Case Discussions, Exercises, Role Plays, Storytelling |       |

### **Suggested Readings**

1. Rao, VSP, **Human Resource Management**, Excel Books
2. Dessler, G. -- **Human Resource Management**, Prentice Hall of India Private Ltd
3. Aswathapa – **Human Resource Management**, 2003, 3rd ed., Tata McGraw Hill.
4. Cynthia Fisher, Loyl F Schoenfeldt, James B Shaw, **Human Resource Management**, Indian adaptation, Biztantra , Wiley India

### **Session Plan:**

| Session No. | Date | Topics   | Learning Outcomes | Pedagogy                  | Pre readings/<br>Case Study |
|-------------|------|--|-------------------|---------------------------|-----------------------------|
| 1           |      | Introduction: Scope of HRM functions & the discipline                | LO1               | Lecture/discussion        | SR-1, Ch-1, Ch-2            |
| 2           |      | Evolution and Changing role of HR                                    | LO1               | Lecture/discussion        | SR-1, Ch-1, Ch-2            |
| 3           |      | HR planning  | LO2               | Lecture/discussion        | SR-1, Ch-5                  |
| 4-5         |      | Job analysis<br><br>Exercise   | LO2               | Lecture/ Exercise         | SR-1, Ch-4                  |
| 6           |      | Recruitment  | LO3               | Lecture                   | SR-1, Ch-6                  |
| 7-8         |      | Selection  | LO3               | Lecture                   | SR-1, Ch-7                  |
| 9-10        |      | Training and development<br><br>Role Plays                           | LO4               | Lecture/ Role Plays       | SR-1, Ch-8, Ch-9, Ch-10     |
| 11-13       |      | Performance management<br><br>Case Study                             | LO5               | Lecture & Case Discussion | SR-1, Ch-15                 |
| 14-16       |      | Wage and Salary Administration<br><br>Exercise                       | LO6               | Lecture<br><br>Exercise   | SR-1, Ch-16                 |
| 17-18       |      | Employee relations and Introduction to Labour Laws<br><br>Case Study | LO6               | Lecture/ discussion       | SR-1, Ch-18, 19, 20, 23     |
| 19          |      | Employee Grievance and Discipline                                    | LO6               | Lecture                   | SR-1, Ch-22                 |
| 20          |      | Career and Succession Planning                                       | LO7               | Lecture and Storytelling  | SR-1, Ch-11                 |

## Assignment

### Term Paper / Case Writing Assignment

#### Purpose

The purpose of this assignment is

- To broaden your knowledge of a specific topic
- To help you gain experience in gathering, interpreting, and documenting information, developing and organizing ideas and conclusions and communicating them effectively in the form of paper
- To apply the concept learnt in the class

#### Style of Term Paper / Case study

**Cover Page** – Your name and title should go on the first page immediately before the beginning of the text you have written

**Margin** – 1 inch

**Font** – Arial/ Times New Roman 10/12

**Spacing** - 1.5

**References** : APA Style

For example

Eder, P., & Eisenberger, R. (2008). Perceived Organisational Support: Reducing the Negative Influence of Co-worker Withdrawal Behaviour. *Journal of Management*, 34, 55-68

**Length of the Paper** : 1000-1500 words

#### Deadlines

| What you must do                                    | What you must produce                             | When it is due                  |
|---|---|---------------------------------|
| 1. Select a topic                                   | A proposal paragraph                              | Second Week                     |
| 2. Prepare final paper/ case alongwith bibliography | Final Paper / case study (Soft Copy)<br>Hard Copy | Before last session through SLT |

#### Weightage

It will be of 100 marks. Overall weightage 20%

#### Plagiarism

We are committed to upholding standards of academic integrity and honesty. Plagiarism in any form is unacceptable and will be treated seriously

#### Nature of the assignment

This assignment will be done individually. Each student will work on separate topic.

#### Scoring Rubric for assignment

| Level of Achievement                  | Term Paper/Case   |
|---------------------------------------|---|
| <b>Exemplary<br/>(20 pts)</b>         | <ul style="list-style-type: none"><li>•Addresses the issues.</li><li>•Presents arguments in a logical order.</li><li>•Uses acceptable style and grammar (no errors).</li><li>•Backs conclusions with data and warrants</li></ul>  |
| <b>Very Good<br/>(15pts)</b>          | <ul style="list-style-type: none"><li>•Does not address the issue explicitly, although does so tangentially.</li><li>•States a relevant and justifiable presentation.</li><li>•Presents arguments in a logical order.</li><li>•Uses acceptable style and grammar {one or two error(s)}.</li></ul> |
| <b>Needs Improvement<br/>(10 pts)</b> | <ul style="list-style-type: none"><li>•Does not address the question.</li><li>•States no relevant answers.</li><li>•Indicates misconceptions.</li><li>•Is not clearly or logically organized.</li><li>•Fails to use acceptable style and grammar (two or more errors).</li></ul>                  |
| <b>Poor (5 pts)</b>                   | Lacks everything mentioned above  |