

Name of the course	Introduction to Human Resource Management
Course Code	108
Semester	II
Credit Hours	3
Prerequisite	-
Learning outcomes	<p>On completion of this course, the students will be able to:</p> <ol style="list-style-type: none"> 1. Understand the theories and practices of HRM 2. Develop and design different employment forms. 3. Participate in selection of personnel using psychometric assessment techniques
Contents	<p>Unit-I Human Resource Management: Present and Future</p> <ol style="list-style-type: none"> 1.1 What is HRM? 1.2 Why and how is HRM important? 1.3 Introduction to the era of management and inclusion of HRM 1.4 Challenges of HRM 1.5 Current trends in HRM 1.6 Specific and general services of HRM 1.7 Functions of HRM

	<p>Unit-II Job Analysis</p> <p>2.1 HR planning</p> <p>2.2 Job description</p> <p>2.3 Job specification</p> <p>Unit-III Requirement</p> <p>3.1 Recruitment of employees</p> <p>3.2 Recruitment techniques</p> <p>3.3 Sources of recruitment</p> <p>3.4 Types of job test</p> <p>Unit-IV Staffing</p> <p>4.1 Types of interviews</p> <p>4.2 Interview techniques</p> <p>Unit-V Employee development</p> <p>5.1 Performance appraisal</p> <p>5.2 Performance management</p> <p>Unit-VI Training development</p> <p>6.1 Types of training</p> <p>6.2 Training techniques</p> <p>Unit-VII Developing careers</p> <p>7.1 Career growth</p> <p>7.2 Responsibility of career growth</p> <p>7.3 Factors of career growth</p> <p>Unit-VIII Compensation</p> <p>8.1 Compensation management</p> <p>8.2 Types of compensation</p> <p>Unit-IX Rewards</p> <p>9.1 Types of rewards</p> <p>9.2 Rewarding performance</p> <p>9.3 Pay for performance</p> <p>Unit-X Benefits</p> <p>10.1 Benefits administration</p> <p>10.2 Types of benefits</p> <p>10.3 Pay equity</p> <p>10.4 Pay dissatisfaction model</p> <p>10.5 Employee and labour relations</p> <p>10.6 Employee health and safety</p>
Teaching & Learning Strategies	A combination of lecturing, presentations, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions and practical work.
Assignment	Written assignment (10 marks), presentation (5 marks) and Quiz (10 marks)
Suggested Readings	Byars, L. L., & Rue, L. W. (2008). <i>Human resource management</i> (9 th ed.). McGraw-Hill Irwin. Dessler, G., & Varkkey, B. (2018). <i>Human resource management</i> (15 th ed.). Pearson.

	Ren, S., Tang, G., & Jackson, S. E. (2018). Green human resource management research in emergence: A review and future directions. <i>Asia Pacific Journal of Management</i> . 35(3), 769-803.
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Assessment and Examinations

Sr. #	Elements	Weightage	Details
1	Midterm Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)