

22BA202:HUMAN RESOURCESMANAGEMENT

Subject Code :	22 BA 202	I A Marks	30
No. of Lecture Hours / Week	05	End Exam Marks	70
Total Number of Lecture Hours	75	Total Marks	100
Practical Component	01 Hour/Week	Exam Hours	03

Course Learning Outcomes:

- CO-1 To develop a meaningful understanding of HRM theory, basic concepts, functions and practices of Human Resource management.
- CO-2 To apply HRM concepts and skills across various types of organizations and the development of human resource planning, implementation, and evaluation of employee recruitment, selection, and retention plans and processes
- CO-3 This course helps students to understand and develop, implement, and evaluate employee performance management program, training, and development programs
- CO-4 To develop the students' ability to learn concepts like compensation, employee welfare, and industrial relation issues
- CO-5 To equip the students to analyze and interpret the issues like HRIS, Employee Grievance and Quality of Work Life.

UNIT I:

Introduction: Meaning, Definition, Nature, scope, and Importance of HRM - objectives and Functions of HRM- Organization of HRM - Role of HR manager - Models of HRM - HRM in a Changing Environment.

UNIT II:

Procurement: HR Job Analysis - Human Resource Planning, Objectives, Importance, Factors Affecting HR Planning - Process of HR Planning - and Limitations of HRP - Recruitment: Definition, Objectives, Factors Affecting Recruitment - Recruitment Sources - Selection: Meaning, Definition, and Process of Selection – Placement and Induction.

UNIT III:

Development and Performance Management: Objectives, Importance of Training, Training methods, Executive Development Programmes, Evaluation of Training and Development Programmes - Performance Appraisal: Meaning, Need, Purpose, Objectives, Different Methods of Appraisal, Uses of Performance Appraisal, Limitations, of Performance appraisal.

UNIT IV:

Promotion and Reward Management: Promotion, Transfer, Demotion, and Career planning and Development - Compensation Management: Definition, Need for Sound salary

Administration, Objectives, Factors Affecting Wages/ Salary administration, Job Evaluation - Employee Welfare Measures.

UNIT V:

Maintaining: HRM Approach to Employee - Quality of Work Life (QWL): Meaning, definition, Specific Issues in QWL, Strategies for Improvement of QWL - HRIS, HRM Accounting, and HR Audit - International HRM: Perspectives and Challenges - Grievance and Disciplinary Procedure.

Case Study (Not Exceeding 300 words)

Practical Component:

- Give a case and ask the students to prepare the recruitment advertisement for a newspaper.
- Expose students to standard selection tests followed in various sectors.
- Exploring training and development practices.
- Exploring performance appraisal practices in various sectors.
- Exploring employee separation practices.
- Give a job analysis case and ask the students to prepare job description and job specification.
- Ask the students to prepare an appointment letter for the post of office manager of a company known to you.

Reference Text books:

1. Aswathappa. K., Human Resource and Personnel Management, Tata McGraw Hill.
2. Dessler, Human Resource Management, Pearson Education.
3. Memoria C.B., Personnel Management, Himalaya Publishers
4. Singh. N. K., Human Resources Management, Excel Books.
5. Subba Rao, P., Human Resource Management and Industrial Relations, Himalaya Publishing House.
6. V.S.P.Rao, Human Resources Management, Excel Books.

MODEL QUESTION PAPER
M.B.A. (REGULAR) DEGREE EXAMINATION
Second Semester
22BA202: HUMAN RESOURCES MANAGEMENT
(2022-2023 Regulation Onwards)

Duration: 3 hours

Maximum Marks: 70

SECTION- A

Answer the Following Questions

5×4=20 Marks

1. a) Role of HRM

OR

b) Model of HRM

2.a) Job Analysis

OR

b) Induction

3. a) 360 Degree performance appraisal

OR

b) Vestibule Training

4. a) Compensation

OR

b) Career Planning

5. a) HRIS

OR

b) Human Resource Audit

SECTION – B

Answer All Questions

5×8=40Marks

6. a) Define HRM. Explain the Nature and significance of HRM

OR

b) Explain the objectives and functions of Human Resource Management.

7. a) Outline the importance of Human Resource Planning. Illustrate the process of Human Resource Planning

OR

b) Demonstrate the steps in the process of selection of personnel

8. a) Identify and Apply the methods of performance appraisal.

OR

b) Summarize the importance of training and Distinguish between employee training and development

9. a) Analyse various employee welfare measures.

OR

b) Examine the methods of Job Evaluation.

10. a) What is meant by Quality of Work Life? Evaluate the issues and strategies to improve QWL

OR

b) Determine the International HRM perspectives and challenges.

SECTION C - (1 x 10=10 marks)

Case study (Compulsory)

11. Read the following case and answer the questions given at the end.

XYZ Public Ltd Company is well known for its welfare activities and employee oriented schemes in the manufacturing industry for more than ten decades. The company employs more than 800 workers and 150 administrative staff and 80 management-level employees. The Top-level management views all the employees at the same level. This can be clearly understood by seeing the uniform of the company which is the Same for all starting from MD to floor level workers. The company has 2 different cafeterias at different places one near the plant for workers and others near the Administration building. Though the place is different the amenities, infrastructure and the food provided are of the same quality. In short, the company stands by the rule of Employee Equality. The company has one registered trade union and the relationship between the union and the management is very cordial. The company has not lost a single man day due to strike. The company is not a paymaster in that industry. The compensation policy of that company, when compared to other similar companies, is very less still the employees don't have many grievances due to the other benefits provided by the company. But the company is facing a countable number of problems in supplying the materials in the recent past days. Problems like quality issues, mismatch in packing materials (placing material A in the box of material B) incorrect labelling of material, not dispatching the material on time, etc. The management views the case as there are loopholes in the system of various departments and hand over the responsibility to the HR department to solve the issue. When the HR manager goes through the issues he realized that the issues are not relating to the system but it relates to the employees. The company hired new employees for a higher-level post from external sources. The newly hired employees are placed with higher packages than that of existing employees in the same cadre.

Questions

1. Narrate the case summary and identify the problem of the case.
2. What are the roots causes of the problem?
3. How would you like to solve the problem of the case? Suggest the suitable measures to handle the situation amicably.