



**PARVATHANENI BRAHMAYYA  
SIDDHARTHA COLLEGE OF ARTS & SCIENCE**  
*Autonomous*  
Siddhartha Nagar, Vijayawada-520010  
*Re-accredited at 'A+' by the NAAC*

**MBA II Semester (Business Analytics)**

<b>22 ANL201: Human Resource Management</b>			<b>SEMESTER : II</b>
<b>Course Credits</b>	<b>4</b>	<b>CIA Marks</b>	<b>30</b>
<b>No. of Lecture Hours /Week</b>	<b>5</b>	<b>Semester End Exam Marks</b>	<b>70</b>
<b>Total No. of Lecture Hours</b>	<b>75</b>	<b>Total Marks</b>	<b>100</b>
<b>Year of Introduction</b>	2023-24	<b>Course Delivery Method</b>	<b>Class Room/Blended Mode</b>
<b>Year of Offering</b>	<b>2023-24</b>		
<b>Course Focus</b>	<b>Employability</b>	<b>Entrepreneurship</b>	<b>Skill Development</b>

**Course Learning Outcomes:**

**By the end of the course, students will be able to**

- CO-1 Understand HRM theory, basic concepts, functions and practices of Human Resource Management.(PO1)
- CO-2 Apply HRM concepts and skills across various types of organizations, evaluate the employee performance and training processes. (PO1) (PO2)
- CO-3 Develop the ability to learn concepts like compensation, wage and salary administration and job evaluation. (PO1)
- CO-4 Analyse and interpret the issues like HRIS, HRA&HR Audit. (PO1)
- CO-5 Examine the various HR issues with Metrics. (PO1)

<b>Contribution of Course Outcomes towards achievement of Program Outcomes &amp; Strength of correlations (H-High, M-Medium, L-Low)</b>								
<b>22ANL201</b>		<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>
	<b>CO1</b>	1						
	<b>CO2</b>		2					
	<b>CO3</b>			3				3
	<b>CO4</b>		2					
	<b>CO5</b>							1

## **Course Content**

### **Units I: Introduction to HRM: - (15Hours)**

Nature and Significance of HRM, Functions of HRM, Definition of HR Planning: Objectives of Human Resource Planning, Process of HR Planning, Recruitment: Sources of Recruitment, Selection: Process of Selection, Placement, Induction and Orientation.

### **Unit II: Performance Appraisal : - (15Hours)**

Performance Appraisal: Definition, Methods of Performance Appraisal, Advantages, Limitations; Training & Executive Development: Training Need, Objectives, Methods of Training; Methods of Executive Development, Evaluation of Training and Development Programs.

### **Unit III: Compensation Management: - (15Hours)**

Meaning of Compensation Management - Designing a Salary Structure, Definition and Objectives of Wage and Salary Administration, Methods of Wage Payments, Factors affecting Wage & Salary considerations, Job Evaluation-Features, Process and Essentials for the success of Job Evaluation Programme.

### **Unit IV: Human Resource Information System: - (15Hours)**

HRIS: Meaning, Definition, Objectives, Computerized HRIS; HR Accounting: Nature, Objectives, Methods; HR Audit: Need, HR Audit Process; Electronic HRM: E-HRM Functions, Scope, Advantages and Limitations.

### **Unit V: HR Metrics (Basics only) : - (15Hours)**

HR Analytics: Meaning, Objectives and importance; HR Metrics: Absenteeism Rate, Cost Per Hire, Employee Development ROI, Employee Engagement Score, Employee Productivity, Employee Satisfaction Score, Employee Turnover Rate, and 360-Degree Feedback Composite Score, Overtime Percentage, Promotion Rate, Retention Rate, and Skill Acquisition Rate.

### **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 HR metrics.
- ❖ Give a job analysis case and ask the students to prepare job description and job specification.

❖ Ask the students to prepare an analytical HR report.

**Suggested Readings:**

- 1) Aswath Appa. 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) 5.Subba Rao, P., Human Resource Management and Industrial Relations, Himalaya Publishing House.
- 6) Publishing House.
- 7) V.S.P.Rao, Human Resources Management, Excel Books.
- 8) Biswajeet Patnayak, HRM, 6<sup>th</sup> Edition, EEE Publication 2020