Course Code				23ANMAL231			
Title of the Course				**HUMAN RESOURCE MANAGEMENT**			
Offered to:				**BBA– Business Analytics**			
L	**5**	**T**	**0**	**P**	**0**	**C**	**4**
Year of Introduction:		**2024-25**		Semester:			**3**
Course Category:		MAJOR		**Course Relates to:**		**GLOBAL**	
Year of Revision:				**Percentage:**			
Type of the Course:				**Sill Development**			
Crosscutting Issues of the Course:				**-**			
Pre-requisites, if any				**-**			

Course Description:

This course offers a comprehensive understanding of the fundamental concepts, processes, and practices within Human Resource Management. The course is divided into five key units that guide students through critical areas of HRM, from planning and recruitment to compensation management and performance evaluation.

The course is designed to provide students with the knowledge and skills necessary to manage human resources effectively, with a strong focus on aligning HR strategies with organizational goals and utilizing HR metrics for decision-making.

Course Objectives:

The main objective of this course is to offer the student at theoretical & conceptual understanding of management of human resources in an organizational context.

Course Outcomes

At the end of the course, the student will be able to

CO No	COURSE OUTCOME	BTL	PO	PSO
CO1	Describe the functionality of Human Resource Department in an Organization in terms of primary functions.	K2	1,2,4,5	1
CO2	Understand various processes such as the recruitment, selection function, performance appraisal and training & development.	K2	2,5,6	1

CO3	Interpret the concepts of HR planning, job evaluation, compensation management and salary administration.	K3	1,3,7	1
CO4	Apply the principles of various methods of performance appraisal to identify right methods that distinguish in between low performers and high performers.	K3	2,4,6,7	2
CO5	Apply the Metric on HR processing	K3	4,5,6,7	2

For BTL: K1: Remember; K2: Understand; K3: Apply; K4: Analyze; K5: Evaluate; K6: Create

CO-PO MATRIX									
CO NO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CO1	1	2		3	2			3	
CO2		1		3	2			3	
CO3	1		2				3	3	
CO4		1		2		3	3		3
CO5				2	3	2	2		3

Use the codes 3,2,1 for High, Moderate and Low correlation Between CO-PO-PSO respectively

Course Structure

UNIT - I

Definition of HR Planning- Role of Job Analysis, Job description and Job Specification-Objectives ofHuman Resource Planning – Process of HR planning.

1. Definition of HR Planning- Role of Job Analysis, Job description and Job specification
2. Objectives of Human Resource Planning – Process of HR planning.

Web links: https://www.digitalhrtech.com/human-resource-basics/#:~:text=Human%20Resource%20Management%2C%20or%20HRM,fit%20into%20the%20company%20culture.

UNIT - II

Definition of Recruitment - Sources of Recruitment -Recruitment Process-Definition of Selection-Types of Interviews-Process of Selection & its importance -Essentials of Selection Procedure-Principles of Placement- Induction procedure (An overview)

1. Definition of Recruitment - Sources of Recruitment -Recruitment Process-Definition of Selection-Types of Interviews

2. Process of Selection & its importance -Essentials of Selection procedure
3. Principles of Placement- Induction procedure (An overview)

Web links: https://www.inc.com/encyclopedia/human-resource-management.html

UNIT - III

Definition of Performance Appraisal-Different methods of Performance Appraisal, advantages & disadvantages. Training & Executive development: Meaning and differences - Training need assessment -Methods of training & their objectives - Methods of Executive development & their objectives. Evaluation of Training and Development Programs (An Overview)

1. Definition of Performance Appraisal-Different methods of Performance Appraisal, advantages &disadvantages
2. Training & Executive development: Meaning and differences - Training need assessment -Methods of training & their objectives - Methods of Executive development & their objectives
3. Evaluation of Training and Development Programs (An Overview)

Web links: http://www.whatishumanresource.com/human-resource-management
UNIT-IV

Meaning of Compensation Management - Role of Job Evaluation process (Theory only). Designing a graded Salary Structure (An Overview) - Objectives of Salary Administration-Factors affecting wages. Approaches to compensation management (An overview)

1. Meaning of Compensation Management - Role of Job Evaluation process (Theory only)
2. Designing a graded Salary Structure (An Overview) - Objectives of Salary Administration-Factors affecting wages
3. Approaches to compensation management (An overview)

Web links: https://www.thebalancecareers.com/what-is-human-resource-management-1918143

UNIT-V

Importance of HR Metrics - List of Metrics in HR. Recruitment - Engagement and Retention – Timetracking. Employee value and Performance-Training and Development – Service and Software.

1. Importance of HR Metrics - List of Metrics in HR
2. Recruitment - Engagement and Retention – Time tracking
3. Employee value and Performance-Training and Development – Service and Software.

Web links: https://www.humanresourcesedu.org/what-is-human-resources/

Textbook:

1. . Kramar, R., Bartram, T., & De Cieri, H. (2024). *Human resource management: Strategy and practice*. McGraw-Hill Education.

2. Boxall, P., & Purcell, J. (2024). *Strategy and human resource management*. Palgrave Macmillan.

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Course Code & Title of the Course:	23ANMAL231 HUMAN RESOURCE MANAGEMENT
Offered to:	BBA – Business Analytics
Category:Major	SEMESTER: 3
Max. Marks	70
Max. Time	3 Hrs.

Section A: Short Answer Questions (20 Marks)

Answer the following questions. Each question carries 4 Marks.

1. a). Explain the concept of HRM (K2)

    or

    b). Explain Job Analysis (K2)
2. a). Define Recruitment process (K1)

    or

    b). What are the principles of Placement (K1)
3. a). Different methods of Performance Appraisal (K2)

    or

    b). Explain Training and its methods (K2)
4. a). Explain Compensation Management (K2)

    or

    b). Explain the Factors affecting wages-Approaches (K2)
5. a). Explain Importance of HR Metrics (K2)

    or

    b). Explain Metrics in HR (K2)

Section B: Long Answer Questions (50 Marks)

Answer the following questions. Each question carries 10 Marks.

6. a) Write briefly about HR Planning process (K3)

    or

    b). Explain the concept of job Analysis (K3)
7. a). What are different types of recruitment and its application in real-time (K3)

    or

    b) Discuss about the principles of placement (K3)
8. a). Explain the methods of Performance Appraisal and its difficulties in implementation (K3)

    or

    b). What are different methods of Training its application (K3)

9. a). Explain the concept of Job Evaluation Process (K2)

    or

    b). Write about factors effecting Compensation (K2)
10. a). list out the importance of Hr. Metrics (K3)

    or

    b). What are various metrics in Recruitment and Training explain them (K3)

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