

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE) MS5E			
Semester I			
Batch 2017-19			
Subject Name	FUNDAMENTALS OF MANAGEMENT	Subject Code	HR-101C
		Total Credits	03
Subject Nature: GENERIC			
Course Objective:			
<ul style="list-style-type: none"> • To expose the students to the different functions performed by managers, the roles they have to perform for those functions , and the knowledge and skills they have to develop for the roles through real life examples and cases; • To provide the necessary foundation for all other courses based on management practices across the world 			
Learning Outcome:			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> 1. Define Management and explain how management differs according to level and whether a manager is a line manager or an enabling role. 2. Briefly describe and contrast four models of management; rational, goal, scientific, human relations, open systems 3. Describe and attain some elementary level of skills in the main management processes; planning, organizing, decision making and control. 			
Examination scheme:			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Class Room Contact Sessions
UNIT –I Management Concept and Theories	1.1 Concept and Nature of Management 1.2 Role and responsibility and functions of Manager 1.3 Managerial Skill and organization hierarchy 1.4 Evolution of Management thoughts – (Classical School, Taylor, Fayol & Weber’s Contribution) 1.5 Neoclassical Theory (Elton Mayo Contribution) Modern Theory (Contingency & System Approach)	07	
Unit-2 Planning	2.1 Nature and purpose of planning. 2.2 Types of Planning, 2.3 Planning Process 2.4 Nature and Objectives, MBO; Process, benefits and limitations.	08	
Unit-3 Strategies, Policies and Planning	3.1 Nature and process of planning 3.2 Strategies planning process 3.3 TOWS Matrix, Porter’s 3.4 Porter’s Generic Competency Model 3.5 Planning & Forecasting.	08	

Unit- 4 Organizing	4.1 Nature and Purpose of Organizing, 4.2 Organizational Design & Types 4.3 Organizational Structure; Departmentalization. 4.4 Line/Staff Authority & De centralization, Delegation.	09
Unit -5 Controlling	5.1 Concept and Process of Control, 5.2 Control Techniques 5.3 Human aspects of Controlling, 5.4 USE of IT in Controlling	08
Unit-6 Decision Making	6.1 Decision Making; 6.2 Nature, Types,& Scope of Managerial decision Making process 6.3 Models of decision making 6.4 Certainty in decision making	05
	TOTAL CLASSROOM CONTACT SESSIONS	45

Learning Resources:

Horold Koontz, O'Donnell and Heinz Wehrich, "Essentials of Management' New Delhi, Tata McGraw Hill, Latest Edition.

R.D. Agrawal, "Organization and Management" New Delhi, Tata McGraw Hill Latest Edition.

Horold Koontz, Heinz Wehrich, "Management: A Global Perspective" New Delhi Tata McGraw hill, Latest Edition.

Robert Krietner, "Management" Houghton Mifflin CO. Latest Edition.

Stephen Robbins "Management" 8th Ed. New Delhi Pearson Latest Edition.

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE)			
Semester I			
Batch 2017-19			
Subject Name	QUANTITATIVE METHODS	Subject Code	HR-102C
		Total Credits	03
Subject Nature: ABILITY ENHANCEMENT			
Course Objective:			
<ul style="list-style-type: none"> • To expose the students to the different statistical tools used by managers for effective decision making. through real life examples and cases; • To provide the necessary foundation for all other courses. 			
Learning Outcome:			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> 1. Interpret the data to get solutions to the problems in the corporate world. 2. Classify, present the data as per the requirements of the practicing managers. 3. Describe and attain some elementary level of mathematical and statistical skills for the management processes; planning, organizing, decision making and control. 			
Examination scheme:			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Class Room Contact Sessions
UNIT –I Sets, Functions, and Progressions	1.1_. Sets, Functions, and Progressions 1.2 Functions, 1.3 Progressions (with specific applications to compounding and discounting techniques)		08
Unit-2 Determinants and Matrices	2.1 Determinants and Matrices Types of matrices, 2.2 Operations on matrices, 2.3 Ad joint matrix and Inverse matrix, 2.4 Solution of simultaneous linear equations using matrices, 2.5 Input/Output analysis.		07
Unit-3 Introduction to Statistics	a. Introduction to Statistics: b. Introduction to Measurement of Central Tendency c. Introduction to Measurement of Variations		06
Unit- 4 Probability Theory and Probability Distributions	4.1 Probability: Concepts 4.2 Additive and Multiplicative Theorem 4.3 Conditional Probability, Baye’s Theorem, 4.4 Binomial, Poisson and Normal distributions- their characteristics and applications		08
Unit -5 Correlation & Regression	5.1 Correlation (Karl Pearson’s and Spearman’s Coefficient), 5.2 Methods of computing simple regression.		06

Unit-6 Time Series	6.1 Time Series and its Components, 6.2 Models of Time Series 6.3 Methods of Studying Components of Time Series: Measurement of trend, Measurement of seasonal variations Measurement of cyclic variations	06
Unit – 7 Statistical Decision Theory	7.1 Decision making process 7.2 Decisions under Uncertainty and Decisions under Risk	04
	TOTAL CLASSROOM CONTACT SESSIONS	45

Text Reading: Latest Editions

1. J.K. Sharma, “**Mathematics for Management and Computer Applications**”, New Delhi, Galgotia Publication,
2. S. Saha, “**Business Mathematics and Quantitative Techniques**”, Calcutta, Central Book Agency.
3. Richard I. Levin and D.S. Rubin, “**Statistics for Management**”, New Delhi: Prentice Hall of India.
4. S. P. Gupta, “**Statistical Methods**”, New Delhi, Sultan Chand and Sons.
5. D. C. Sancheti and V. K. Kapoor, “**Statistics: Theory, Methods and Applications**”, New Delhi: Sultan Chand and Sons.
6. D.N. Elhance, Veena Elhance and B. M. Aggrawal, “**Fundamentals of Statistics**”, Allahabad: Kitab Mahal.

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE)			
SEMESTER I			
Batch 2017-19			
SUBJECT NAME	BUSINESS ACCOUNTING	SUBJECT CODE	HR-103C
		TOTAL CREDITS	03
SUBJECT NATURE: GENERIC			
COURSE OBJECTIVE:			
To acquaint participant with the basic concept of Financial Accounting and Cost Accounting.			
LEARNING OUTCOME:			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> 1. Understand basics of double entry system and other accounting system, basic of accounting, maintaining of accounting books as per accounting cycle and preparation of trial balance. 2. Finalize Accounting Statements of Individuals. 3. Understand basic of Cost Accounting and related decision criteria. 			
EXAMINATION SCHEME:			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each, of which best two will be considered. The end semester examination will be worth 60 marks consisting of two sections A and B respectively. Section A will be of 12 marks and have two theory questions out of which a student will be required to do any one . Section B will be of 48 marks and have five numerical/cases out of which a student will be required to do any four .			
COURSE CONTENTS			No. of Sessions
UNIT –I Introduction to Accounting	<ol style="list-style-type: none"> 1.1. Accounting Evolution, Significance, 1.2. Accounting Principles, Concepts & Conventions, GAAP, Overview of International Accounting Standards, 1.3. Accounting Equation, 1.4. Concept of Capital and Revenue, 1.5. Types of Accounts, 1.6. Rules of Debit and Credit. 	08	
Unit-2 Accounting Cycle	<ol style="list-style-type: none"> 2.1. Recording of Transactions – Preparation of Journal, Ledger, Trial Balance and Closing Entries including Numericals. 2.2. Preparation of Financial Statements: Trading and P & L Account and Balance Sheet - Concepts, Format of P&L A/C and Balance Sheet with Adjustments (Vertical & Horizontal Formats), including Numericals. 	12	
Unit-3 Treatment of Depreciation	<ol style="list-style-type: none"> 3.1. Concept, Meaning, Nature, Causes of Depreciation and Other Related Terms. 3.2. Methods of Depreciation: SLM and WDV Methods including Numericals. 	05	

Unit- 4 Introduction to Cost Accounting	4.1. Understanding and Classifying Cost, Elements of Cost, Component of Total Cost, Classification of Costs and Format, 4.2. Preparation of Cost Sheet and Tender including Practical and Numericals.	10
Unit -5 Standard Costing, Variance Analysis and Budgetary Control	5.1. Meaning of Standard Cost & Variance, Cost Variance – Determination of Direct Material Variance, Direct Labor Variance, Sales Variance and Control of Variance, including Numericals. 5.2. Types of Budgets. 5.3. Relationship of Standard Costing and Variance Analysis with Budgetary System including Numericals.	09
Unit-6 Contemporary Issues in Accounting	7.1. Concept of Inflation Accounting, 7.2. Human Resources Accounting.	1
	TOTAL SESSIONS	45

Learning Resources:

R. L. Gupta, and V. K. Gupta, “**Principles of Accountancy**”, Sultan Chand & Sons.
S. N. Maheshwari, “**Introduction to Accounting**”, Vikas Publishing House, New Delhi.
S. N. Maheshwari, “**Cost Accounting, Theory and Problems**”, Vikas Publications, New Delhi.
S. P. Iyengar, “**Cost Accounting**”, Sultan Chand & Sons.
Robert N. Anthony and James S. Recee, “**Accounting Principles**”, A.I.T.B.S. Pub. and Distributions, New Delhi.
R. P. Rastogi, “**Graded Problems and Solutions in Financial Management**”, Galgotia Publication, New Delhi.

INSTITUTE OF MANAGEMENT STUDIES**M.B.A. (HUMAN RESOURCE)****Semester I****Batch 2017-19**

Subject Name	I.T for Business Application	Subject Code	HR-104C
		Total Credits	03
Subject Nature: ABILITY ENHANCEMENT			
Course Objective: <ul style="list-style-type: none"> To get a thorough update of Information Technology used in Business Organizations. To develop understanding of managerial aspects so as to use Information Technology effectively and efficiently. To develop capability to integrate different but related aspects of Information Technology. To develop a view of IT Management, especially, for a large organization. To appreciate IT Management as an independent and important field of work, different from IT for Management. To develop conceptual understanding about latest developments in the field of information Technology and the impact of IT in managing a business. To learn to use Information Technology to gain competitive advantage in business. To learn from, with a view to emulate, entrepreneurial ventures in e-Commerce and m-Commerce. 			
Learning Outcome: <ul style="list-style-type: none"> The student will be able to apply the basic IT tools for managerial decision making. The student will be able to apply data management tools in corporate organizations. The student will be able to work in MIS enabled organizations. The student will be able to communicate using internet facilities. 			
Examination scheme: The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Class Room Contact Sessions
UNIT –I Over View of Computer	Data , Information , Hardware , Software , Operating Systems, Computer Language, Number Systems		08
Unit-2 Application Software Management	Overview of General Purpose Application Software : Word processing, Spread Sheet , Business Presentation such as Software Suites, Messaging, Groupware, Commercial and Corporate software tools – (Assignment & Presentation)		08
Unit-3 Data Management	Database Concepts and Development - Types of Databases – Application Development thru DBMS (Project work /Case Studies)		04

Unit- 4 Networking Management	Networking Trends – Internet Basics – Intranet and Extranet – Overview of Networking , Networking types, Networking media, Networking software, Networking architecture and Networking protocols.	04
Unit -5 System Software Management	Overview of Operating Systems, Network Management Programs, Database Management Programs, Servers, System Utilities, Performance and Security Monitors, System Development Programs. Managerial considerations in selection, maintenance, controlling, replacement of Software.	04
Unit-6 Management Information Systems	Need, Purpose and Objectives - Data, Information, Knowledge – Types of Information Systems - Information as a strategic resource - Use of information for competitive advantage. Business Intelligence and Analytics - Group Decision Support Systems – Executive Information Systems - Executive Support Systems – Geographical Information Systems - Expert Systems and Knowledge Based Expert Systems, DSS, Artificial Intelligence. (Project / Case Studies)	06
Unit – 7 Digital firm Perspective	Information System Development Life Cycle - All phases , System Analysis , System Design, MIS Model for a digital firm – Organization Structure for digital firm – E-Business Models and Applications (Project / Case Studies)	04
Unit-8 Security Management	Information Security and Control - Quality Assurance -Ethical and Social Dimensions - Intellectual Property Rights as related to IT Services / IT Products. Types of Computer Crime – Cyber Law - Security Defenses – System Controls and Audit. (Assignment / Case Studies)	04
Unit -9 Latest trends in IT	Mobile computing, Cloud computing , Mobile Computing etc. Data Warehousing and Data Mining	03
	TOTAL CLASSROOM CONTACT SESSIONS	45

Text Reading: Latest Editions

1. Management Information System Obrien, Marakas, Behl 9th Edition Tata McGraw Hill
2. Management Information Systems W S Jawadekar, 4th Edition Tata McGraw Hill
3. IT system Management by Rich Schiesser
4. Enterprise Computing by Alan R. Simpson
5. Computer Applications In Management (With Cd), Dr. Niranjan Shrivastava ,Wiley India Pvt. Limited,
6. Management Information Systems by Jaiswal and Millal, Oxford University Press
7. Business Information Systems, 5th edn: Technology, Development and Management for the E-Business: Author Paul Bocij, Andrew Greasley, Simon Hickie ,Pearson Education Limited,
8. Management Information Systems by C.S.V. Murthy
9. Management Information System by Davis and Olson, Tata McGraw Hill

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE)			
Semester I			
Batch 2017-19			
Subject Name	BUSINESS COMMUNICATION	Subject Code	HR-105C
		Total Credits	03
Subject Nature: ABILITY ENHANCEMENT			
Course Objective:			
<ul style="list-style-type: none"> To help the student acquire the theoretical and practical knowledge of oral, written and interpersonal skills of communication in business, so as to improve his managerial abilities. 			
Learning Outcome:			
<p>At the end of the course students should be able to;</p> <p>To identify objectives, analyze audiences, and choose the most effective structure and style for delivering strategically sound written and spoken messages in a dynamic and diverse business environment.</p>			
Examination scheme:			
<p>The internal assessment will be of 40 marks based on three assessments of 20 marks each, out of which best two will be considered. The end semester examination will be worth 60 marks consisting of two sections A and B respectively. Section A will be of 40 marks and have theory questions. Section B will be of 20 marks and consist of case(s).</p>			
Course Contents			Class Room Contact Sessions
UNIT –I Nature of Business Communication	1.1 Need, importance and purposes of communication in organizations 1.2 Elements and environment of communication 1.3 Models of communication 1.4 Forms and networks of organizational communication 1.5 Types of communication barriers and how to overcome them 1.6 Listening, types of listening and effective listening 1.7 Elements of effective communication	10	
Unit-2 Non-verbal Communication	2.1 Importance of appearance and how to use it as a tool in communication 2.2 Body language and oculesics 2.3 Paralanguage 2.4 Proxemics 2.5 Chronemics 2.6 Haptics 2.7 Using non-verbal tools (oral and written) to communicate effectively	07	
Unit-3 Presentations, Interviews, Group Discussions and Business Meetings	3.1 Preparation of content for presentation 3.2 Understanding the audience 3.3 Importance of rehearsals 3.4 Using visual aids in presentations 3.5 Handling questions 3.6 Writing a resume' 3.7 Types of interviews 3.8 Preparation for an interview 3.9 Do's and don'ts during an interview 3.10 Understanding the group in a group discussion	10	

	3.11 Do's and don'ts in a group discussion 3.12 Meetings in business and its types 3.13 Notice and agenda 3.14 Minutes of a meeting 3.15 Mannerisms, etiquettes and assertiveness in oral communication	
Unit- 4 Business Writing	4.1 Types of business letters 4.2 Structure and format of letters 4.3 Memorandums and circulars 4.4 e-mails 4.5 Text messaging 4.6 Report writing 4.7 Importance of written communication 4.8 Appropriate tone in business writing	08
Unit -5 Negotiation Skills	5.1 Need for negotiation 5.2 Process of negotiation 5.3 Barriers to negotiation and how to overcome them	04
Unit-6 Issues in Communication	6.1 Handling diversity (gender, culture, ethnicity, etc.) 6.2 Tolerance and acceptance of diversity 6.3 Emotional intelligence and its impact on communication 6.4 Social intelligence and its impact on communication 6.5 Ethics in communication	06
	TOTAL CLASSROOM CONTACT SESSIONS	45

Text Reading: Latest Editions

M.Raman and P.Singh, **Business Communication**, latest edition, Oxford University Press, India.

William V. Ruch, **Business Communication**, Maxwell Macmillan, New York.

Lani Arredono, **The McGraw-Hill 36-Hour Course: Business Presentation**, McGraw-Hill, New York.

Bill Scott, **The Skills of Communication**, Jaico, Bombay.

Ronald E. Dulek and John S. Fielden, **Principles of Business Communication**, McMillan, New York.

Dalmer Fisher, **Communication in Organizations**, Jaico Publishing House, India.

M. E. Guffy, **Essentials of Business Communication**, Thomson Publication.

Shirley Taylor, **Communication for Business**, Pearson Education.

INSTITUTE OF MANAGEMENT STUDIES**M.B.A. (HUMAN RESOURCE)****Semester I****Batch 2017-19**

Subject Name	BUSINESS ETHICS AND MANAGEMENT BY INDIAN VALUES	Subject Code	HR-106C
		Total Credits	03

Subject Nature: GENERIC**Course Objective:**

- To acquaint the students with ethics and Indian ethos along with its relevance to managerial decision making.
- To provide the necessary theoretical and conceptual foundation of ethics and ethical behavior in organization.
- To acquaint an understanding of Indian values and value system in detail and its universal applicability in human behavior.

Learning Outcome:

At the end of the course students should be able to;

- Understand nature and purpose of ethics and ethical norms.
- What exactly business ethics is and how it is different from corporate social responsibility.
- Learn and apply important theoretical frameworks in business situation and decision making.
- Learn and understand various concepts of Indian ethos, and how they impact various key business decisions.
- Understand importance of self-management concept and work place spirituality.

Examination scheme:

The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.

Course Contents		Class Room Contact Sessions
UNIT –I Nature and purpose of Ethics, Ethical Norms.	1.1 Concept and Nature of Ethics- Business Ethics 1.2 Role and purpose of Ethics 1.3 Ethical Norms and Principles	03
Unit-2 Theories of Business Ethics	2.1 Different Types of Theories of Business Ethics 2.2 Business Ethics and Corporate social Responsibility 2.3 Nature of Utilitarian view of Business ethics	03
Unit-3 Corruption and Whistle	3.1 Nature and types of Corruption 3.2 Method and means of checking corruption	03

blowing	3.3 Whistle blowing	
Unit- 4 Indian Ethos	4.1 Management is Culture bound (Discussion) 4.2 Concept and Nature of Indian Ethos for Management 4.3 Sources of Indian Thos in Management and problems in understanding them	05
Unit -5 Sources of Indian Ethos and Management	5.1 Vedas, Shastras, Smritis, Puranas, Upanishads 5.2 Ramayana, Mahabharata- Special Reference to Bhagwat Geeta 5.3 Arthashastra, Ramcharitmanas, Panchatantra, Hitopdesh 5.4 Guru Granth Sahib, Teachings of Buddha and Mahaveer 5.5 The Holy Bible, The Holy Quran (Should they be included in Indian Ethos: Discussion) 5.6 Kabir, Rahim, Ramkrishna Paramhansa, Swami Vivekananda, Local folk songs, idioms and	10
Unit-6 Values for Indian Managers	6.1 Values v/s Skills, Value System 6.2 Values and Purity of Mind 6.3 Indian Values and Wisdom relevant to modern management	04
Unit -7 Human Behavior	7.1 Models of motivation and Leadership in Indian thoughts, Examples from scriptures 7.2 Guna Theory, Karma Theory and Sanskar Theory	08
Unit-8 Work Ethics and Models of Motivation and Leadership	8.1 Work Ethics & Ethics in Work 8.2 Life Goals or Purusharthas, Professionalism and Karma Yoga	03
Unit-9 Indian Heritage and Corporate Social Responsibility	9.1 Five fold debts (Pancha Rina) v/s Corporate Social Responsibility (Discussion)	02
Unit-10 Management of the Self and Workplace Spirituality.	10.1 Management of the Self and Workplace Spirituality.	04
	TOTAL CLASSROOM CONTACT SESSIONS	45

Learning Resources: (latest Editions of the books and Material

1. A.C Fernando, Business Ethics: An Indian Perspective, Pearson
2. Weiss, Business Ethics concept & cases, Cengage Learning
3. Velasquez, Business Ethics, Concepts & Cases, PHI
4. Murthy, Business Ethics, Himalaya Publishing House
5. Al Gini, Case Studies in Business Ethics, Pearson Education.
6. Shashtri J.L., Ancient Indian Tradition and Mythology, Motilal Banarsidas, New Delhi
7. F. Max Muller, Sacred Books of East, Motilal Banarsidas, New Delhi
8. S.K. Chakraborty, Ethics in Management-Vedantic Approach, New Delhi, Oxford India Ltd.,

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE)			
Semester I			
Batch 2017-19			
Subject Name	Organisational Behaviour - I	Subject Code	HR-107C
		Total Credits	03
Subject Nature: CORE			
Course Objective:			
<ul style="list-style-type: none"> To help the students to acquaint them with the field of human behavior. To impart knowledge about various theories associated with individual behaviour with help of real world cases. 			
Learning Outcome:			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> Understanding different aspects and components of individual behaviour. Help describe factors that are responsible to make an individual an effective manager. 			
Examination scheme:			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Class Room Contact Sessions
UNIT –I	1.1_ Hawthorne experiments,		08
Foundations of Individual Behaviour	1.2 Entering OB, 1.3 Contributing Disciplines to the field of OB 1.4 Developing OB model		
Unit-2 Learning and Personality	2.1 Learning and Learning Theories (Classical Conditioning, Operant conditioning, Social Cognitive) 2.2 Personality — Determinants, Concept and theories (Trait, Psycho analytic, Psycho Social, Behavioral, Social), 2.3 Personaility Attributes influencing OB		10
Unit-3 Perception and Individual Decision Making	3.1 Perception – Meaning, Process, Factors affecting Perception and Cognitive Dissonance theory. 3.2 Individual Decision Making		06

Unit- 4 Values Attitudes and Job Satisfaction	4.1 Values 4.2 Attitudes 4.3 Job Satisfaction	06
Unit -5 Motivation	5.1 Concepts and Applications 5.2 Theories - Maslow's Hierarchy of Needs, Herzberg's Two Factor theory, ERG theory, McGregor Theory X and Y, Theory Z, Vroom's Expectancy theory 5.3 Behaviour Modification.	10
Unit-6 Emotions and Moods	6.1 Understanding emotions at workplace 6.2 Managing emotions	05
	TOTAL CLASSROOM CONTACT SESSIONS	45
Text Reading: Latest Editions		
<ol style="list-style-type: none"> 1. Stephen P. Robbins, "Organizational Behaviour: Concepts, Controversies, and Applications", New Delhi, Prentice Hall. 2. Fred Luthans, "Organizational Behaviour", New York, McGraw Hill. 3. Kavita Singh, "Organizational Behaviour". 4. John W. Newstrom and Keith Davis, "Organizational Behaviour: Human Behaviour at Work" New Delhi, Tata McGraw Hill. 		

INSTITUTE OF MANAGEMENT STUDIES			
M.B.A. (HUMAN RESOURCE)			
Semester I			
Batch 2017-19			
Subject Name	Human Resource Management	Subject Code	HR-108C
		Total Credits	03
Subject Nature: CORE			
Course Objective:			
<ul style="list-style-type: none"> • To make students aware about different functions of human resource management. • To make an understanding among students about different terms closely associated with HRM. 			
Learning Outcome:			
At the end of the course students should be able to;			
<ol style="list-style-type: none"> 1. Define HRM and understand its importance in managing diverse workforce. 2. Help students to make themselves skilled in HR function for the present day organisaiton. 			
Examination scheme:			
The faculty member will award internal marks out of 40 based on three assessments of 20 marks each of which best two will be considered. The end semester examination will be worth 60 marks having theory and cases/practical problems.			
Course Contents			Class Room Contact Sessions
UNIT –I The field of HRM	1.1 Concept and Functions 1.2 Personnel to HRM 1.3 ASTD Model 1.4 HRM Model		10
Unit-2 HR Policies	2.1 Formulation and Essentials of Sound Personnel Policies		04
Unit-3 Acquisition of Human Resources	3.1 Job Analysis 3.2 Job Description and Job Specification 3.3 Job Evaluation 3.4 Recruitment Selection		05
Unit- 4 Development of Human Resources	4.1 Induction 4.2 Determining Training Needs 4.3 Training and Management Development		06
Unit -5 Maintenance of Human Resources	5.1 Placement Promotion and Transfer 5.2 Performance Appraisal 5.3 Career and Succession Planning		08
Unit-6 Separation processes	6.1 Retirement 6.2 Layoff 6.3 Discharge 6.4 VRS		06

Unit 7 Research and the Future	7.1 Current trends 7.2 Future Challenges for HRM	04
TOTAL CLASSROOM CONTACT SESSIONS		45

Text Readings: Latest Editions

1. David S. Decenzo and Stephen P. Robbins, “**Personnel/Human Resource Management**”, New Delhi, Prentice Hall..
2. Michael Armstrong, “**A Handbook of Human Resource Practice**”, London, Kogan Page..

Suggested Readings

1. William B. Werther Jr. and Keith Davis, “**Human Resources and Personnel Management**”, Singapore, McGraw Hill.
 2. P Subba Rao, “**Essentials of Human Resource Management and industrial Relations: Text, Cases and Games**”, Mumbai, Himalaya.
 3. Biswajeet Patanayak, “**Human Resource Management**” New Delhi, Prentice Hall India.
 4. Holloway J. Ed., “**Performance Measurement and Evaluations**”, New Delhi, Sage Publications.
- Guy V. & Mattock J., “**The New international Manager**”, London, Kogan Press.