	Mahatma Gandhi University Kottayam

Programme	**Bachelor in Business Administration (Honours)**
Course Name	Human Resource Management
Type of Course	CORE COURSE
Course Code	MG3CCRBBA200
Course Level	NA
Course Summary	Human Resource Management course will deal with HR policy, and HR Function in detail. HR planning, HRD, HR career Management, Performance, compensation and global HRM will be integral part of this course. Industrial relations, compliance and employment relations, HR analytics and Use of AI in HRM to reimagine HR Processes are the content of the course. **Course Objectives:** 1. The course will enable students to understand how HR plays a functional role, needed for organizational effectiveness and management. 2. Understand the difference between functional and strategic role of HR 3. Students will analyse the need for HR planning, Innovation, use of technology, and sector specific HR needs 4. Understand the innovation in HRM and best practices

Semester	**3**		**Credits**		**4**	Total Hours

Course Details	**Learning Approach**	Lecture	Tutorial	Practical	Others	Total Hours
		4	0	0	0	60

Pre-requisites, if any	NA

COURSE OUTCOMES (CO)

CO No.	Expected Course Outcome	Learning Domains *	PO No:
1	Explain how Functional HRM contributes in organizational management	U	1
2	Analyze all HR Functions like recruitment selection, performance management, compensation benefit, Training and Development and Career Management/Talent Management	An	2
3	Analyse the concept of Engagement, Performance, compensation management	An	10
4	Apply HR analytics, HR with innovation	A	5

COURSE CONTENT

Module	Course description	Hrs	CO No.
1: Introduction			**10 Hrs**
1.1	Human Resource Management— Definition, Nature, and Scope of HRM; HRM policies, HRM vs. Personnel Management	3	CO1
1.2	Objectives and Functions of HRM, Role of HR Manager	5	CO1
1.3	HRM in globally competitive environment; strategic human resource management-meaning, need.	2	CO1
2: Plan, Acquire, Develop, Career Management			**24 Hrs**
2.1	Human Resource Planning; Job Analysis: Job Description and Job Specification, Recruitment Process and Sources, Selection Process, Interview Techniques, Placement and Induction	10	CO2
2.2	Importance of Training, Training Needs, Methods of Training, Management Development Programs, Evaluation of Training Effectiveness	8	CO2
2.3	Employee life cycle approach, Managing the GIG employees and Virtual employees and team	6	CO2

3: Engagement, Performance, compensation management			13 Hrs
3.1	Concept and Purpose of Performance Appraisal, Appraisal Methods, Challenges in Performance Appraisal.	8	CO3
3.2	Components of Compensation, Wage and Salary Administration, Incentives and Benefits, Pay-for-Performance.	5	CO3
4: Technology, HR Analytics, Innovation			13 Hrs
4.1	Concepts of Human Resource Information System and HR Analytics.	4	CO4
4.2	Human Resource Management in Small and Medium Enterprises; Human Resource Management in the Service Sector, Diversity, Equity and Inclusion.	5	CO4
4.3	Workplace Wellness, sustainability goals and HRM, Green HRM and challenges.	4	CO4

References

Text Books (Latest Editions):

1. Rao, V.S.P: Human Resource Management: 4th Edition,: Pearson Education

2. Subba Rao, P., Personnel and Human Resource Management, 3rd Edition, Himalaya Publishing House

3. Aswathappa, K., Human Resource Management: Text and Cases, 7th Edition, McGraw-Hill Education

4. Pareek, Udai, Human Resource Management: A Contemporary Text, 2nd Edition, Oxford University Press

5. Bhattacharyya, Dipak Kumar, Human Resource Management, Excel Books, New Delhi

Suggestive Assessment Activities:

CO1:

1.1 Quizzes/Exams:
For testing CO-based learning domains.

1.2. HR Policy Creation

Students will create a comprehensive HR policy manual covering areas like recruitment, performance evaluation, employee benefits, and diversity and inclusion for a fictional organisation.

Presentation can be conducted for this assignment (Group).

1.3 Group Debate on HR Issues

Organize a debate on a controversial HR topic (e.g., the role of AI in recruitment, work-from-home policies). Students will research their topics and present their arguments.

CO2:

2.1. Exams: For testing CO-based learning domains.

2.2 Compensation and Benefits Design

Students will design a compensation and benefits package for employees at a fictional company, considering factors such as industry standards, employee retention, and budget.

CO3:

3.1 Quizzes/Exams:

For testing CO-based learning domains.

3.2 Case Study Analysis

Provide a case study where students must identify HR challenges, propose solutions, and justify their decisions using HR theories and models. Students can present their findings in a report or PowerPoint format.

3.3 Role Play and Reflection – Pay-for-Performance Debate

Students can form groups and assign roles: HR Manager, Employee, Union Leader, CEO, etc. Each group prepares for a mock discussion on implementing a pay-for-performance system. Conduct the role play in class or record it. After the role play, each student submits an individual reflection on:
- Their role and viewpoint
- Key arguments for and against P4P
- Their final opinion on the effectiveness of P4P systems
- Submit 2-page individual reflection paper/presentation

3.4 Compensation Case Study Analysis

Prepare a case study (fictional or real) in groups involving a compensation-related dispute (e.g., gender pay gap, incentive dispute, executive overpayment).
Analyze the situation using the following framework:
- Background and problem
- Stakeholders involved
- Compensation structure and what went wrong
- Legal/ethical implications
- Your recommendations to resolve the issue

CO4

4.1 Exams:
For testing CO-based learning domains.

4.2 Diversity and Inclusion Action Plan

Ask students to develop an action plan to improve diversity and inclusion at a fictional organization, including specific initiatives, timelines, and measurable goals.

4.3 HRIS Implementation Plan for an SME
Digital HR for SMEs: Designing a Simple HRIS Framework.
Choose a local SME or create a hypothetical one with up to 100 employees.
Prepare a proposal outlining:
- Key HR functions to be digitized (e.g., leave, attendance, payroll, performance tracking)
- Proposed HRIS software or custom design features
- Cost considerations and scalability
- Benefits and possible challenges (e.g., lack of IT expertise, budget)
- Include a flowchart of how the HRIS will work.

ASSESSMENT

Continuous Comprehensive Assessment(CCA) - Maximum Marks: 30

Sl. NO	Component	Activity	Max. Marks
1	Tests/ Quizzes		10
2	HR Policy Creation / /Group Debate on HR Issues / Compensation and Benefits Design Employee Engagement Survey	Assessment methods specified in the syllabus.	10

3	Assignments/ seminar/ viva voce/ case study analysis/ role play/ presentation	Assessments specified by the teacher (Assessment methods defined in the syllabus may also be used).	5
4	Group or individual presentation	Presentation of any of the assessment topics.	5
Total Marks			**30**

End Semester Assessment (ESE) Maximum Marks: 70

Sl. NO	Component	Activity	Max. Marks
2	**Written Examination**	Short answer (four to five sentences) (a choice between two options for each question- answer five short answer questions, one from each pair (1a/1b, 2a/2b, 3a/3b, 4a/4b, 5a/5b).	5x3=15
		Short Essay (a choice between two options for each question- answer three short essay questions, one from each pair (6a/6b, 7a/7b, and 8a/8b).	3x5=15
		Long Essay (a choice between two options for each question (9a/9b)	1 x 20=20
		Compulsory Case study (10 a.)	1 x 20=20
Total Marks			**70**