

HUMAN RESOURCE MANAGEMENT

Second Semester, B.B.A Classes
As per New National Education Policy (N.E.P)

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BACHELOR OF BUSINESS ADMINISTRATION

Human resource management

Course code BBA2.2

SYLLABUS

MODULE 1

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Meaning of HRM, definitions features of human resource management, Objectives of HRM, difference between human resource management and personnel management, personnel management v/s human resource management, importance of HRM, functions of HRM, process of HRM, role of HR manager, trends influencing HR practices.

MODULE 2

HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION

Human resource planning introduction meaning- need and importance: Human resource planning process, HR demand forecasting, techniques, human resource supply forecasting Succession planning-meaning, features of succession planning. Job analysis -introduction: **meaning:** uses:- process-job description-meaning, job specification-meaning job enlargement-meaning job rotation-meaning job enrichment-meaning. Recruitment-methods of recruitment, factors affecting recruitment –sources of recruitment-selection –meaning-selection process psychometric tests for selection barriers to effective selection in employment process making selection effective, placement – **meaning** ,Gamification-meaning-features.

MODULE 3

INDUCTION, TRAINING AND COMPENSATION

Induction-Meaning, Objectives, Purpose of induction, Problems faced during induction, Induction program planning-Training-Need for

training, Benefits of training, Assessment of training needs, **Methods of Training** and development - the Kirkpatrick Model - Career Development. Compensation –meaning-Direct forms of compensation-Indirect forms of compensation (meaning only)
Employee Compensation Structure

MODULE 4

PERFORMANCE APPRAISAL, PROMOTION AND TRANSFERS

Performance Appraisal-Meaning-Different Methods of Employee Performance Appraisal, Uses of Performance Appraisal, limitations of Performance Appraisal, Process of performance appraisal. Promotion: Meaning, Definition, Purposes, Basis. Transfer- meaning, Reasons for transfers, Types, Rightsizing of workforce-Need for rightsizing

MODULE 5

EMPLOYEE ENGAGEMENT AND PSYCHOLOGICAL CONTRACT

Employee Engagement (EE) –Introduction of Employee engagement - meaning -types of employee engagement, The key employee engagement drivers, Measurement of employee engagement , Benefits of employee engagement, Psychological contract-meaning-Features.

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MODULE 1: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Meaning OF HRM

Human Resource Management is the process of recruiting, selecting, inducting employees, providing orientation, imparting training and development, appraising the performance of employees, deciding compensation and providing benefits, motivating employees, maintaining proper relations with employees and their trade unions, ensuring employees safety, welfare and healthy measures.

Human Resource Management deals with the management functions like planning, organizing, directing and controlling

- It deals with procurement of human resource , training & development and maintenance of human resource.
- It helps to achieve individual, organizational and social objectives

Human Resource Management is a multidisciplinary subject.

- It includes the study of management, psychology, communication, economics and sociology.
- It also deals with building team spirit and team work.
- It is a continuous process.

Human resource management as a department in an organisation handles all aspects of employees and has various functions like human resource planning, Conducting Job analysis, recruitment and conducting job interviews, selection of human resources, Orienting, training, compensating, Providing benefits and incentives, appraising, retaining, Career planning, Quality of Work Life, Employee Discipline, black out Sexual Harassments, human resource auditing, maintenance of industrial relationship, looking after welfare of employees and safety issues , communicating with

all employees at all levels and maintaining awareness of and compliance with local, state and federal labor laws.

Human Resource Management Definitions

Many great scholars had defined human resource management in different ways and with different words, but the core meaning of the human resource management deals with how to manage people or employees in the organisation.

Edwin Flippo

Human Resource Management as “planning, organizing, directing, controlling of procurement, development, compensation, integration, maintenance and separation of human resources to the end that individual, organizational and social objectives are achieved.”

The National Institute of Personal Management

(NIPM) of India has defined human resources – personal management as “that part of management which is concerned with people at work and with their relationship within an enterprise. Its aim is to bring together and develop into an effective organization of the men and women who make up enterprise and having regard for the well – being of the individuals and of working groups, to enable them to make their best contribution to its success”.

FEATURES OF HUMAN RESOURCE MANAGEMENT

Human resource management (HRM or simply HR) is the management of an organization's workforce, or human resources. It is responsible for attraction, selection, training, and assessment and rewarding of employees, while also overseeing organizational leadership and culture, ensuring compliance with employment and labour laws.

In circumstances where employees desire and are legally authorized to hold collective bargaining agreement, HR serves as the company's primary liaison with the employers' representatives (usually a labour union).

On the basis of above definitions, human resource management may be identified by the following features:

1. A Part of Management Discipline:

Human resource management is an important component of management discipline. Although it may not be regarded as a discipline in itself, but surely is a field of study. Since human resource management is related to the family of management process, it draws heavily on the management concepts, principles and techniques and uses them while managing human resources of any business unit.

2. Universal Existence:

Human resource Management is a universal function in the sense that it is applicable in all varieties of organizations. The principles and practices are applied everywhere irrespective of size, nature, scope and purpose of the organizations.

3. Concerned with People:

Human resource management relates to human aspects or human capital and its management in a business unit. It manages different people such as worker/labour, supervisors, managers, departmental heads and other related top managers too. Therefore, human resource management is defined as the management of human resources and their commitment towards work.

4. Action Oriented:

The focal point of managing human resources is 'action' instead of record keeping, written procedures or rules. The problems of employees are solved through rational policies.

5. Directed towards Achievement of Objectives:

Human resource management is concerned about working in order to achieve the organizational objectives. It also provides tools and techniques to effectively manage the human resources of the firm.

6. Integrating Mechanism:

One of the important objectives of human resource management is to recognize the best possible manner to achieve the common goals. It also works to maintain cordial

relations between people working at all the levels of an organization.

7. Development Oriented:

Human resource management seeks the optimal or fuller utilization of worker's capabilities or potential. It turns the reward structure to the needs of employees for this. It also impacts training in order to improve the skills of the employees. It makes every possible attempt to make complete use of the talents rested with employees to service the organizational goals.

8. Continuous Process:

Human resource management is a continuous process in the sense that it is in operation from the day an entity comes into existence till the day it winds up. It basically takes into account managing human capital of the firm which is not one day or one weak deal rather, it is an on-going process.

9. Comprehensive Function:

Managing human resources can never be an exclusive process as it involves all people at work. No individual irrespective of his designation, salary, nature of work is excluded from the periphery of human resource management.

The unique features of human resources management restated are:

- i. Human resources management appreciate with time
 - ii. Human resources management are emotional
 - iii. Human resources management manage other resources
 - iv. Human resources management possess physiological, psychological, sociological, and ethical components
 - v. Human resources management need knowledge, skills, and creative abilities
 - vi. Human resources management may have inherent talents
 - vii. Human resources management can be developed by way of training
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- viii. Human resources management can do well through non-training methods like job redesign programme, job enlargement, job enrichment, job rotation, career counselling, suggestion scheme installation, HRD audit, climate survey, job satisfaction survey, stress management, and time management
 - ix. Human resources management are truly human capital (three categories of human capital are intellectual capital, social capital, and emotional capital)

Objectives Of HRM

The primary objective of resource management is to ensure a seamless experience for the staff and other people associated to management and organizational goals. Objectives of HRM include ensuring availability of resources, easy access to data, on-time payroll, ensuring compliances, etc.

HRM objectives are basically influenced by organizational goals and vertical. The objective of HRM is to ensure a stable work environment with data in one place and efficient operations

HRM is useful not only to organization, but the employees working therein, and also the society at large also find it useful. The objectives can be as under:

1. Organizational Objectives:

HRM is a means to achieve efficiency and effectiveness. It serves other functional areas, so as to help them to attain efficiency in their operations and attainment of goals to attain efficiency.

Acquiring right man for the right job at right time in right quantity, developing through right kind of training, utilizing the selected workforce, and maintaining the workforce are the organizational objectives of HRM. Succession planning is an important issue to be taken up as a contemporary organizational objective.

2. Functional Objectives:
