

Human Resource Management

MEM 122

Semester: II

Credit Hour: 3

General Objective;

- To make students to understand the human dimension of an organization and to impart the managerial skills to deal with the issues related to human resources of an organization.

Specific Objectives;

The specific objectives of these units are;

- to introduce the basic concepts of Human Resource Management
- to enhance the knowledge and approaches of Human Resource Management
- to develop students' leadership and interpersonal skills to handle tactfully emerging human resources challenges and issues
- to impart the knowledge of Total Quality of People (TOP) for the optimal utilization of intellectual process of the organization.
- to Develop the human resources of an organization to meet the future global challenges of the organizations
- to motivate and maintain the human resources of an organization to achieve its organizational objectives efficiently
- to harmonize the industrial relations in the light of modern complexities of the organizations

Unit 1: Introduction to Human Resource Management

5 hrs

Concept, Objectives and Functions of HRM, HRM System, Personnel and HRM, HR Outcomes, Quality of work life, Productivity and redness to change, Challenges of HRM

Unit 2: Introduction to Human Resource Planning

10 hrs

Concept, Characteristics and importance of HRP, Concept of Human Resource Strategy, Relationship between Human Resource Planning and Strategic Planning, Approaches to Human Resource Planning, Human Resource Planning Process:- Assessing current human resources, Demand and Supply, Forecasting, Human Resource inventory, Human Resource information system, Succession Planning, HRP in Nepalese Organizations

Unit 3: Job Design and Job Analysis

6 hrs

Concept, benefits and methods of job Design, Concept and Purposes of Job Analysis, collecting job Analysis, Collecting job Analysis information, and job analysis techniques: job focused and person behavior focused.

Unit 4: Recruitment, Selection and Socialization**8 hrs**

Meaning, Sources and Methods of Recruitment. Concept of Selection, Difference between selection and Recruitment. The selection Process, selection tests interviews and their types. Reliability and Validity in selection test. Concept and Process of Socialization.

Unit 5: Training and Development**6 hrs**

Concept of Process of Learning. Human Resource Development Concept and importance. Training methods, on-the-job and off-the-job. Concept, Objective and benefits of training, determining training needs. Concept and techniques of Management development. Evaluating training effectiveness.

Unit 6: Change and Stress Management**4 hrs**

Why organizational changes? Planned change, Resistance to change. Managing Resistance to Change. Meaning of Stress and Stress Management Process.

Unit 7: Performance Appraisal and Reward Management**5 hrs**

Meaning of Performance Appraisal and Reward Management. Purposes of Performance Appraisal. The Performance Appraisal Process. Four Measures of Performance. Methods of Performance appraisal, Factors that can distort appraisal. Suggestions for Improved Performance Appraisals. Meaning of Reward Management. Qualities of Effective Rewards.

Unit 8: Labor Relations (Employee Relations}**1 hrs****References:**

1. Decenzo and Robbins (Basic Book) , Human Resource Management, Prentice Hall of India- New Delhi
2. Bernardin, H. John and Russel, Joyce E.A, Human Resource Management-. Singapore: Irwin/ Mc Graw Hill Book Co.
3. Bernardin, H. John, Human Resource Management: Tata Mc Graw Hill.