

FAR WESTERN UNIVERSITY

Faculty of Management

Course Title: **Human Resource Management**

Total Marks: 100

Course Code: **MGT 344**

Pass Marks: 45

Nature of course: Theory

Time per period: 1 hr.

Semester: Fourth

Total periods: 45

Level: BBA

Credit hours: 3

1. Course Introduction

The course is designed for BBA students. It intends to provide the basic framework of human resources and its management. The course emphasizes on different aspects of human resource management in order to make students familiarize with the concept of human resource management. The course covers the context of human resource and different functions like human resource planning, recruitment, selection, training, development and performance evaluation and compensation. It further deals with the concept of labour relations, unionism, collective bargaining, labour disputes and grievances. The knowledge of human resource management will support students in future to make decisions regarding human resources.

2. Specific Objectives

Specific Objectives	Course contents
<ul style="list-style-type: none">• Explain the concept of HRM• Describe features, functions, and challenges of HRM• Explain HRM system and discuss the models of HRM• Summarize the evolution of HRM• Discuss the growing interest in HRM and changing role of managers• Compare HRM with Personnel management	Unit I : Human Resource Management (7) 1.1. Concept and definition of HRM 1.2. Characteristics and functions of HRM 1.3. HRM System 1.4. HRM Models 1.5. Evolution of HRM 1.6. Growing interest in HRM 1.7. Challenges of HRM 1.8. HRM vs Personnel Management 1.9. Changing role of HR managers
<ul style="list-style-type: none">• Discuss the environmental factors of HRM and how they affect HRM decisions	Unit II : Context of HRM (4) 2.1 Components of HRM context 2.2 Internal forces 2.3 External forces 2.4 Changing role of HRM in Nepalese Organizations
<ul style="list-style-type: none">• Explain the concept, nature and need of HR planning• Discuss on the techniques of forecasting HR demand and supply	Unit III : Human Resource Planning (4) 3.1 Concept of HR Planning 3.2 Nature and need of HR Planning 3.3 Techniques of forecasting Human Resource demand and supply 3.4 Human resource planning in Nepal
<ul style="list-style-type: none">• Explain the concept and nature and process of job analysis	Unit IV : Job Analysis and Job design (5) 4.1 Concept and nature of job analysis

<ul style="list-style-type: none"> • Identify the methods of collecting job data • Explain the concept of job design • Discuss the factors affecting job design • Discuss job design approaches 	4.2 The process of Job analysis 4.3 Methods of collecting job data. 4.4 Problems with job analysis 4.5 Concept of job design 4.6 Factors affecting job design 4.7 Job design approaches
<ul style="list-style-type: none"> • Define recruitment and explain the objectives, process and importance of recruitment • Discuss the factors governing recruitment and sources of recruitment • Explain the concept, nature and process of selection and barriers of effective selection • Explain orientation and socialization 	Unit V : Recruitment, Selection and Socialization (7) 5.1 Defining recruitment 5.2 Objectives and importance of recruitment 5.3 Recruitment process 5.4 Factors governing recruitment 5.5. Sources of recruitment 5.6 Concept and nature and process of selection 5.7 Barriers of effective selection 5.8 Orientation: Concept and need 5.9 Socialization: Purposes of socialization and socialization for new employees
<ul style="list-style-type: none"> • Explain the concept of training • Describe how to determine the training needs • Explain the methods of training • Discuss the issues and challenges of training • Explain the elements of effective training • Explain the concept, objectives and methods of management development 	Unit VI : Employee Training and Management Development (6) 6.1 Concept of training 6.2 Determining training needs, methods of training : On the Job and Off the Job 6.3 Issues and challenges of training 6.4 How to make training effective? 6.5 Concept of management development 6.6 Objectives and methods of management development
<ul style="list-style-type: none"> • Explain the concept, methods and challenges of performance evaluation • Discuss the effective performance evaluation system • Explain the concept, types and objectives of compensation 	Unit VII : Performance Appraisal and Compensation (6) 7.1 Concept of performance appraisal 7.2 Performance appraisal methods 7.3 Challenges to effective performance appraisal 7.4 Effective performance appraisal system 7.5 Concept of compensation 7.6 Types and objectives of compensation
<ul style="list-style-type: none"> • Explain the concept and approaches of labour/industrial relations • Discuss Unionism • Describe the purposes and types of collective bargaining • Discuss labour disputes, its settlement and grievances 	Unit VIII : Labour/Industrial Relations (6) 8.1 Concept of labour/industrial relations 8.2 Approaches of labour relations 8.3 Unionism 8.4 Collective bargaining: Purposes and types 8.5 Labour disputes and its settlement 8.6 Grievances 8.7 Labour relations in Nepalese organizations

Garry Desseler

Robbins

John Bratton and Jeffrey Gold

Miechal Armstrong

B. B. Mahapatra

Devraj Adhikari