



# SWARNANDHRA COLLEGE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)

Accredited by National Board of Accreditation, AICTE, New Delhi, Accredited by NAAC with "A" Grade – 3.32 CGPA, Recognized under 2(f) & 12(B) of UGC Act 1956  
Approved by AICTE, New Delhi, Permanent Affiliation to JNTUK, Kakinada  
Seetharampuram, W.G.DT., Narsapur -534280. (Andhra Pradesh)

## DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION TEACHING PLAN

Course Code	Course Title	Semester	Branches	Contact Periods /Week	Section	Date of commencement of Semester
20MC3T04	Human Resource Management	III	MCA	5	-	17/11/2021
<b>COURSE OUTCOMES</b>						
1	Describe the importance of human resources and their effective management in organizations [K2].					
2	Generalize and compare various methods of HR planning, recruitment, selection, placement and training. [K2&K3].					
3	Comprehend design of compensation and salary administration [K4& K1].					
4	Identify and evaluate the right employee performance and compensation systems. [K1].					
5	Evaluate various industrial relationship policies suitable to different situations. [K5].					
UNIT	Outcomes /Bloom's Level	Topics No.	Topics/Activity	Text Book / Reference	Contact Hour	Delivery Method
<b>1.INTRODUCTION TO DIGITAL MARKETING</b>						
I	Describe the importance of human resources and their effective management in organizations [K2].	1.1	Introduction to HRM	T1, R2	1	PPT, Video
		1.2	Definition and concepts of HRM	T1, R2	1	
		1.3	Scope of HRM & Evolution of HRM	T1	1	
		1.4	Principles of HRM	T1, T2	1	



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		1.5	Ethical Aspects of HRM	T1, R1	1	
		1.6	HR policies	T1, T2	1	
		1.7	Role and position of HR department	T1, R2	1	
		1.8	HRM at global perspective	T1, T2	1	
		1.9	HR Trends, Challenges and opportunities	T1, R1	1	
		1.10	Ethics in HRM & Green HRM	T1, R1	1	
		1.11	Cross-Cultural problems	T1, R1	1	
<b>Total</b>					<b>11</b>	
<b>2. RECRUITING AND SELECTION</b>						
<b>II</b>	Generalize and compare various methods of HR planning, recruitment, selection, placement and training. <b>[K2&amp;K3].</b>	2.1	Introduction to HR Planning	T1, T3	1	Chalk & Talk PPT
		2.2	Manpower Planning	T1, T3	1	
		2.3	Recruitment process and sources	T1, R1	1	
		2.4	Selection process and techniques	T1, R1	1	
		2.5	Training process	T1, R1	1	
		2.6	Training methods and techniques	T1, R1	1	
		2.7	Development objectives	T2, R1	1	
		2.8	Development methods and techniques	T1, R3	1	
		2.9	Training evaluation	T2, R2	1	
		2.10	Retention strategies	T2, R3	1	
		2.11	Job analysis	T2, R2	1	
		2.12	Job Description	T2, R2	1	
		2.13	Job Specification	T2, R2	1	
<b>TOTAL</b>					<b>13</b>	
<b>3. WAGE AND SALARY ADMINISTRATION</b>						
<b>III</b>		3.1	Introduction to Wage and concepts	T1, T3	1	PPT , Video, Flipped
		3.2	Wage Structure	T1, R3	1	



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	Comprehend design of compensation and salary administration [K4& K1].	3.3	Wage and Salary Policies	T3	1	classroom
		3.4	Wage Differentials	T3	1	
		3.5	Compensation	T1, R3	1	
		3.6	Concepts of Job design	T1, T3	1	
		3.7	Principles of Job design	T1, T3	1	
		3.8	Principles of Job Evaluation	T1, T3	1	
		3.9	Incentive Payment Systems	T1, T3	1	
		3.10	Trends in Compensation	T3	1	
<b>Total</b>					<b>10</b>	
<b>4. WELFARE MANAGEMENT &amp; PERFORMANCE EVALUATION</b>						
IV	Identify and evaluate the right employee performance and compensation systems. [K1].	4.1	Introduction to Welfare Management	T1, R2	1	Chalk & Talk, PPT, Video
		4.2	Nature and concepts of Welfare Management	T2, R2	1	
		4.3	Statutory welfare measures	T1, R3	1	
		4.4	Non-Statutory welfare measures	T2, R3	1	
		4.5	Incentive mechanisms	T1, R3	1	
		4.6	Introduction to Performance Evaluation	T2, R2	1	
		4.7	Traditional methods of Performance Evaluation	T2, R2	1	
		4.8	Modern methods of Performance Evaluation	T1, R2	1	
		4.9	Latest trends in Performance appraisal	T2, R2	1	
		4.10	Career Development and Counseling in Performance	T1, R3	1	
<b>Total</b>					<b>10</b>	
V	Evaluate various industrial relationship policies suitable to different	<b>5. MANAGING INDUSTRIAL RELATIONS</b>				
		5.1	Introduction to managing Industrial Relations	T2, R2	1	PPT (Active Learnin
		5.2	Trade Unions	T2, R2	1	



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situations. [K5].	5.3	Employee Participation Schemes	T2, R2	1	g Activit y)
	5.4	Negotiation	T2, R2	1	
	5.5	Collective Bargaining	T2, R2	1	
	5.6	Grievances and Disputes	T2, R2	1	
	5.7	Resolution Mechanisms	T2, R2	1	
	5.8	Safety at work	T2, R2	1	
	5.9	Nature and Importance of Safety	T2, R2	1	
	5.10	Work Hazards and Safety Mechanisms	T2, R2	1	
	5.11	Managing Workplace stress	T2, R2	1	
	5.12	Work-Life-Balance		1	
<b>Total</b>				<b>12</b>	
<b>CUMULATIVE PROPOSED PERIODS</b>				<b>56</b>	

### Text Books:

S.No.	AUTHORS, BOOK TITLE, EDITION, PUBLISHER, YEAR OF PUBLICATION
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T1 1.	K Aswathappa: "Human Resource and Personnel Management", Tata McGraw Hill, New Delhi, 2013
T2 2.	N.SambasivaRao and Dr. Nirmal Kumar: "Human Resource Management and Industrial Relations", Himalaya Publishing House, Mumbai
T3 3.	SubbaRao P: "Personnel and Human Resource Management-Text and Cases", Himalaya Publications, Mumbai, 2013.

### Reference Books:

S.No.	AUTHORS, BOOK TITLE, EDITION, PUBLISHER, YEAR OF PUBLICATION
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R1 1.	Mathis, Jackson, Tripathy: "Human Resource Management: A South-Asian Perspective", Cengage Learning, New Delhi, 2013.
R2 2.	MadhurimaLall, SakinaQasimZasidi: "Human Resource Management", Excel Books, New Delhi, 2010.

### Web Details

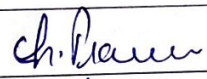



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		Name	Signature with Date
i.	Faculty	Mr. CH Praveen	
ii.	Course Coordinator	M.V.Prasanthi	
iii.	Module Coordinator	O.V.A.M.Sridevi	
iv.	Programme Coordinator	Dr. G.Grace	



Principal