

MGT - 202 : Human Resource Management

BBA/BIM/BBM

Module Objectives

This module aims to develop student's understanding of the basic concepts, systems, and approaches of human resource management.

Contents

Concept, characteristics, objectives, and components of HRM. Emerging HR challenges. Human resource planning: assessing current HR, HRM inventory, HR information system, and succession planning. Job analysis: meaning, purpose, methods, and techniques. Job design: concept and approaches. HR training and development. Career development. Performance appraisal. Rewards management. Employee grievances and disciplines. Labor relations and Labour Act of Nepal.

Detailed Course

Unit 1: Introduction

LH 7

Concept, characteristics, objectives, and components of HRM. HRM environment (globalization, technological advances, nature of work, workforce diversity, and legal trends). Contemporary HR issues, challenges and responsibilities of HR manager,.

Unit 2: Human Resource Planning

LH 7

Concept, characteristics, and importance. HRP process. Major HRP activities: assessment of current HR (HR inventory – management inventory and skills inventory, HR information system, and succession planning), HR demand and supply forecasting. Techniques of HR demand and supply forecasting.

Unit 3: Job Analysis and Design

LH 7

Job analysis: concept and terminology (task, job, position and occupation). Purpose and methods of collecting job analysis information. Job description and job specification. Job design: concept, approaches and techniques (scientific management, Herzberg's model, job characteristics, socio-technical, and team).

Unit 4: Recruitment and Selection

LH 4

Recruitment: concept and sources. Selection: concept, and importance. Selection Process. Selection tests and interviews: concept and types.

Unit 5: HR Training and Development

LH 5

Concept and needs of HR training and development. Training needs assessment. HR training: objectives and methods (on-the-job and off-the-job). Evaluation of training program. Management development: concept, objectives, and methods (on-the-job and off-the-job). Career planning and development.

Unit 6: Performance Appraisal**LH 5**

Concept, uses and methods (simple ranking, alternative ranking, paired comparison, forced distribution, critical incident, behaviorally anchored rating scale). Appraisal interview. MBO approach to appraisal. Problems in performance rating.

Unit 7: Rewards Management**LH 2**

Concept and types (intrinsic and extrinsic, financial and non-financial). Qualities of effective rewards, Types of employee benefits.

Unit 8: Employee Grievances and Disciplines**LH 3**

Employee grievances: concept and handling grievances. Employee discipline: concept, causes, and process of managing discipline.

Unit 9: Labor Relations and Labour Regulations in Nepal**LH 8**

Labor relations: concept, objectives, and actors of labor relations. Reasons for joining trade unions. Trade unionism: concept, functions and types. Collective bargaining: concept and process, Labor disputes: causes and settlement provisions. Features and provisions of Labour Act.

Addendum: At least one case will be administered at the end of each chapter. The students will also complete a project work and a few other assignments as specified by the faculty member.

References

Bishweswor Man Shrestha, **Industrial Relations Management**, Akshalok Prakashan, Kathmandu.

Davi Decenzo and Stephen P. Robbins, **Human Resources Management**, John Wiley and sons (Asia) Pte. Ltd. Singapore.

Dev Raj Adhikari, **Fundamentals of Human Resource Management**. Buddha Academic Publishers and Distributors Pvt. Ltd.

Labor Act of Nepal.