

FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT

Course No.: MGT 216
Nature of Course: Core

Full Mark: 100
Pass Mark: 35
Lecture hour: 150

Course Objectives

The objectives of this course are:

- To introduce the basic concepts of Human Resource Management.
- To enhance the knowledge and approaches of Human Resource Management.
- To develop students' skills to handle tactfully emerging human resources challenges and issues.

Contents

Unit 1: Introduction to Human Resource Management:

LH 12

- Concept, characteristics, objectives and functions of Human Resource Management.
- Human Resource Management System, Personnel and Human Resource Management.
- Human Resource outcomes-Quality of work life, productivity and readiness to change.
- Challenges of Human Resource Management.

Unit 2: Human Resource Planning:

LH 17

- Concept, characteristics and importance for Human Resource Planning.
- 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, Human Resource Planning in Nepalese Organizations.

Unit 3: Job Design and Analysis:

LH 18

- Meanings of Job, task, position and occupation
- Concept, benefits and methods of job Design.
- Concept, and purposes of Job Analysis, collecting job analysis information, Job Analysis techniques – Job-focused and person / behavior-focused. Job description, job specification and job evaluation.

Unit 4: Recruitment, Selection and Socialization:

LH 18

- 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.
- Recruitment and Selection Practices in Nepalese Organization.

Unit 5: Training and Development:

LH 18

- Concept and process of learning
- Human Resource Development: Concept and importance.
- Concept, objectives and benefits of training, determining training needs.
- Training methods: on - the - job and off - the - job.
- Concept and techniques of management development.
- Evaluating training effectiveness.
- Training and development practices in Nepalese organizations.

Unit 6: Motivation: **LH 18**

- Concept, types and importance of motivation.
- Motivation Theories: Achievement, Equity, ERG and Vroom's Expectancy Theory.
- Motivation and Performance.
- Frustration - concept and causes.
- Job satisfaction - concept and factors related to job satisfaction.

Unit 7: Performance Appraisal and Reward Management: **LH 12**

- Concept and uses of performance appraisal.
- Methods of Performance appraisal - Graphic rating scale, alternative ranking, paired comparison, forced distribution, critical incident, essay and Checklist methods.
- Concept of reward management, types and qualities of effective rewards.
- Performance appraisal practices in Nepalese Organization.

Unit 8: Compensation Management: **LH 12**

- Concept and determinants of compensation.
- Methods of establishing employee's compensation; current trends in compensation; Incentives plans; Different forms of incentives; Union influence in compensation programs.
- Compensation practices in Nepalese Organization.

Unit 9: Employees Discipline: **LH 7**

- Concept and types of disciplinary problems. General guidelines in administrating discipline, Disciplinary actions.

Unit 10: Labor Relations: Grievances and Dispute Settlement **LH 18**

- Concept and purposes of labor relations. The actors of industrial relations system.
- Employee's grievances, causes and handling of employees grievances.
- Labor disputes. Prevention and settlement of disputes. Disputes settlement process in Nepal.
- Features of Labour Act and Trade Union Act.

Suggested Books

Adhikari, Dev Raj - **Human Resource Management**, Buddha Academics, Kathmandu, 2002.

Agrawal, G. R. - **Human Resource Management in Nepal**, M.K. Publishers, Kathmandu, 2001.

Aswathappa K. **Human Resource and Personnel Management: Text and Cases**, Tata McGraw Hill, Delhi - 2002.

Decenzo and Robbins, **Human Resource Management**, Prentice Hall of India Pvt. Ltd, New Delhi.

Dessler, Gary - **A Framework of Human Resource Management**, Pearson Education, Delhi - 2003.

Jyothi, P. and Venkatesu, D.N., **Human Resource Management**, Oxford University Press Delhi.

K.C., Fatta Bahadur – **Human Resource Management**, Sukunda Books, Kathmandu, 2003

Labour Act and Labour Rules of Nepal.

Shrestha, Amuda, - **Human Resource Management**, Educational Publishers, Kathmandu, 2004

Shrestha, Kul Narsingha, **Human Resource Management**, Nabin Prakashan, Kathmandu, 2004