

MGT 513: Human Resource Management (HRM)

Credit: 3
Lecture Hours: 48

Course Objectives

The main objective of this course is to familiarize students with the concepts and practices of human resource management. This course provides an overview of the HRM. This course is designed to provide students with specific knowledge, skills, and abilities associated with human resource management so that they are actually prepared to perform the essential functions that human resource professionals are expected to perform.

Course Description

This course contains an overview of HRM, analysis and design of job, human resource planning, recruitment, selection and socialization, human resource development and training, career planning, performance evaluation and compensation management, labour relations and collective bargaining, recent trends in human resource management.

Course Details

Unit 1: An Overview of Human Resource Management LH 6

Concept, Developments in HRM Concepts, HRM environment, Ethics in HRM, Strategic HRM, The roles of the HRM functions in strategy formulation, Dimensions of International human resource management, globalization and HR policy, Human resource management in Nepal.

Unit 2: Human Resource: Strategic Planning LH 5

Concept, HRP process, Strategic planning and HR planning, Need of human resource planning, Human resource information system, Techniques of forecasting HR demand and supply, Strategic directions in human resource planning, HRP practices in Nepalese organizations.

Unit 3: Job Analysis and Design LH 5

Concept of job design, Impact of job design on motivation, satisfaction, productivity and quality of work life, Concept of job analysis, Importance of job analysis in human resource management, Job analysis techniques, Writing job descriptions and specification.

Unit 4: Recruitment, Selection and Socialization LH 5

Concept, Methods and sources of recruitment, Recruitment process, Concept of employee selection, Process of selection, The Selection interview, Selection tests, Concept and process of socialization, Recruitment and selection practices in Nepal.

Unit 5: Human Resource Development**LH 6**

Concept of human resource development (HRD) and training, Need for HRD, Training needs analysis (TNA), On-the-Job and Off-the-Job training and development techniques, Evaluation of training, Practices of training in Nepalese organizations.

Unit 6: Employee Career Planning and Mentoring**LH4**

Concept and Objectives of career planning, Stages of career development and planning, Need of career planning, Individual career counseling and mentoring, Importance of mentoring in work place, Career planning in Nepalese organizations.

Unit 7: Performance and Compensation Management**LH 6**

Concept and issues in performance management, Criteria of performance management, Performance evaluation approaches, Problems of performance evaluation, Compensation management, Considerations for Determining Compensation, The Legal Environment and Pay System Governance in Nepal.

Unit 8: Labour Relations and Collective Bargaining**LH 5**

Concept, Actors and process of labour relations, Unionism, Reasons for joining unions, Issues in collective bargaining, Labour disputes and grievances procedures, Legal environment in labour relations in Nepal, Contemporary issues in labour relations in Nepal.

Unit 9: Recent Trends in Human Resource Management**LH 6**

Hard and soft approaches to HRM, Cross cultural training, Managing diversity, Talent management, Competency mapping, Outsourcing of HR professionals, Downsizing and layoffs, emergence of work and family issues, Flexi time, Healthy workplace, Impact of technology.

Reference Books:

Armstrong, M.,(2015). *A Handbook of Human Resource Management*, New Delhi: Aditya.

Adhikari, D.R.,(2015) *.Human Resource Management*, Buddha Publication.

Books. Armstrong, M., (2015). *A Handbook of Human Resource Management*, Aditya Books

Bernardin J.H., (2014).*Human Resource Management: An Experiential Approach*, McGraw-

Hill.Cascio, W., (2015).*Managing Human Resources*, McGraw-Hill.

Decenzo, D.A.,(2014). *Fundamentals of HRM*, Wiley.

Dessler, G. and Varkkey, B,(2016). *Human Resource Management*, Pearson.

Geprge W. Bohlander,(2016). *Principles of Human Resource Management*, Cenage Learning India Private Limited