



**Certification Course
in Online Mode
Human Resource Management**



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Shobhit Institute of Engineering & Technology

[NAAC 'A' Grade Deemed to-be University estd. u/s 3 of UGC Act 1956]

NH-58, Modipuram, Meerut, Delhi NCR - 250110, India



Certification Course in Online Mode Human Resource Management

Course Title: Human Resource Management

Course Code:

Course Credits: 4

Course Coordinator: Dr. Neha Yajurvedi

Course Mentor: Dr. Preeti Garg

Particulars	Duration
Duration of Programme	8 weeks
Synchronous- Online interactive Live Lectures	12 Hours
Discussion Forum / Asynchronous Mentoring	24Hours
e-Tutorials in hours	20 Hours
e-Contents hours	20 Hours
Self-Study hours including assessments	44 Hours
Total Study Hours:	120

Active Learner Engagement Tools:

1. Tutorials- 5
2. Case Study-2
3. Assignments- 5
4. Videos-5
5. Quiz-5

Program Outcome:

The course will help the students to develop a comprehensive understanding of the core functions of human resource management, including recruitment, selection, training and development, performance management, compensation and benefits, employee relations, and HR strategy. It will provide skills in effectively identifying job requirements, attracting qualified candidates, conducting interviews, and making informed hiring decisions and enable the students to acquire knowledge and skills in designing and implementing training programs to enhance employee skills, knowledge, and performance.

Course Description:

This course provides an introduction to Human Resource Management (HRM) and its critical role in organizations. Students will explore key concepts, theories, and practices of HRM, including recruitment, selection, training, and performance management, compensation, and employee relations. They will also examine legal and ethical considerations, strategic HRM, and emerging trends in the field. Through case studies and real-world scenarios, students will develop critical thinking and problem-solving skills, as well as effective communication and interpersonal abilities. This course aims to prepare students for the challenges of managing human resources in diverse and dynamic workplaces, fostering ethical decision-making and responsible leadership.

Course Objectives:

To provide knowledge about the importance of human resources management in an organisation and the scope of human resource management. This course will be able to make student understand the concept of recruitment, selection, training and various theories of wages. The paper will covered the concept of industrial relations.

Course Outcomes: At the end of the course the learners will be able to:

- CO1: Understand the role and significance of Human Resource Management.
- CO2: Recognize the significance of effective talent acquisition in achieving organizational objectives.
- CO3: Analyze the importance of different methods of training and development
- CO4: Discuss the significance of performance appraisal as a tool for assessing and managing employee performance.
- CO5: Develop an understanding of employee relations, including management of employee grievances, disciplinary actions, and conflict management.



Detailed Syllabus

Module 1: Introduction

Human Resource Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management; Workforce diversity; Empowerment; Downsizing; VRS; Human Resource Information System

Module 2: Acquisition of Human Resource

Human Resource Planning- Quantitative and Qualitative dimensions; job analysis – job description and job specification; Recruitment – Concept and sources; Selection – Concept and process; test and interview; placement and induction

Module 3: Training and Development

Concept and Importance; Identifying Training and Development Needs; Designing Training Programmes; Role-Specific and Competency-Based Training; Evaluating Training Effectiveness; Training Process Outsourcing; Management Development; Career Development.

Module 4: Performance Appraisal

Nature, objectives and importance; Modern techniques of performance appraisal; potential appraisal and employee counseling; job changes - transfers and promotions; Compensation: concept and policies; job evaluation; methods of wage payments and incentive plans; fringe benefits; performance linked compensation.

Module 5: Maintenance

Employee health and safety; employee welfare; social security; Employer-Employee relations-an overview; grievance-handling and redressal; Industrial Disputes: causes and settlement machinery

Text Book:

1. DeCenzo, D.A. and S.P. Robbins (2018) Personnel/Human Resource Management, 10th ed. Pearson Education.

Reference Readings:

1. Dessler, G., Varkkey, B. (2017) A Framework for Human Resource Management, 15th ed., Pearson Education.
2. Ivancevich, John M. (2019) Human Resource Management, 12th ed., Tata McGraw Hill.
3. Aswathappa, k. (2019) Human Resource Management, 9th ed., Tata McGraw Hill.
4. Gupta, C. B. (2019) Human Resource Management, 5th ed., Sultan Chand and Sons Publication
5. Patnayak, B. (2015) Human Resource Management, 5th ed., Prentice Hall
6. Gomez-Mejja, L. R., Balkin, D. B., & Cardy, R. L. (2016) Managing Human Resources, 8th ed., Pearson Education

E-Learning Resources:

1. Video Lecture on Introduction to HRM
https://www.youtube.com/watch?v=w_wIMveGrl&list=PLPjSqlTyvDeXSqZlgYD2XKKGZtjrhdTl (Prof. Aradhna Malik)
2. Video Lecture on The Evolution and Role of HR Function
<https://www.youtube.com/watch?v=VKF3IEMA4C4&list=PL0zRYVm0a65ey68FxO33DwMsBi2HO3hnR&index=2> (Prof. Ashish Pandey)
3. Video Lecture on Difference between HRM and HRD
<https://www.youtube.com/watch?v=tiKI0UYU9Mc> (Dr. Anand Vyas)
4. Video Lecture on Introduction on Human Resource Management
<https://www.youtube.com/watch?v=QPI49JOWtw8> (By Ms. Pooja Singh)

Assessment

Continuous Internal Assessment – 30%

End-term Examination – 70%



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