

MGT 313: Human Resource Management

Credits: 3
Lecture Hours: 48

Course Objectives

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

Course Description

This course contains introduction, human resource planning, job analysis and design, recruitment and selection, training and development, performance appraisal, rewards management, Career development, employee grievances and disciplines, labour relations and labour Act of Nepal.

Course Details

Unit 1: Introduction

LH 6

Concept, characteristics, objectives, and components of HRM. HRM and Personal management, 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 6

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

Unit 4: Employee Recruitment and Selection

LH 5

Recruitment: concept and sources. Selection: concept, and importance. Selection Process. Selection tests and interviews: concept and types. Recruitment and selection practices in Nepalese organization.

Unit 5: Training and Development

LH 7

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, Mentoring and counseling; Training and development practices in Nepalese organizations.

Unit 7: 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 appraisal.

Unit 8: Rewards Management

LH 3

Concept and types (intrinsic and extrinsic, financial and non-financial). Qualities of effective rewards, Types of employee benefits, practices of pay determination in Nepal.

Unit 9: Employee Grievances and Disciplines**LH 3**

Employee grievances: concept and handling grievances. Employee discipline: concept, causes, and process of managing discipline. grievances handling practices in Nepalese organizations.

Unit 10: Labor Relations and Labour Regulations in Nepal**LH 6**

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

Armstrong, M., *A Handbook of Human Resource Management*, NewDelhi: Aditya Books.

D.A. Decenzo and Robbins S.P., *Human Resources Management*, John Wiley and sons (Asia) Pte. Ltd. Singapore.

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

Cascio, W., *Managing Human Resources*, McGraw-Hill.

Labor Act of Nepal.