

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

Lecture-wise Plan

Subject Name: Human Resources Management

Subject Code: BBA503

Year: 3RD

Semester: 5TH

Module-I (20 hrs)

UNITS/CHAPTERS	Lectures detail	LEARNING OUTCOME	SUGGESTED READING/ REFERENCES
1. Human Resource Management :	1 Scope and Coverage, Structure and functions of HR Department	During the study of this unit, student would come to know about the theory and application of human resource management, the broad range of influences acting on human resource management.	Agarwala T. - Strategic Human Resource Management, OUP Aswathappa, K. - Human Resource Management, Tata McGraw Hill
	2 Role of HR manager		
2. Human Resource Planning :	1 Supply and Demand Forecasting methods	During the study of this unit, student would come to know about the human resources planning and policies through its information system.	Jyothi P. & Venkatesh, D.N. - Human Resource Management, OUP VSP Rao HRM Excel publication
	2 Manpower Inventory		
	3 Career Planning		
	4 Succession Planning		
	5 Personnel Policy		
	6 Human Resource Information System (HRIS)		
3. Recruitment and Selection :	1 Process, Sources,	The recruitment process is explained in detail and practical aspects of the employees related to job is covered.	Pattanayek, B. - Human Resource Management, PHI
	2 Methods of selection,		
	3 Interviewing Method,		
	4 Skills and Errors		
4. Human Resource Development :	1 HRD Policy and Programmes	This unit covers the training and development of human capital of the organization.	VSP Rao HRM Excel publication
	2 Assessment of HRD Needs		
	3 HRD Methods : Training		
	4 HRD Methods : Non-Training		
5. Performance Appraisal Systems :	1 Purpose, Methods, Appraisal instruments,	This unit emphasis on the knowledge of performance assessment methods, improvements and resultant in terms of employee service condition reviews.	VSP Rao HRM Excel publication
	2 3600 Appraisal HR Score Card		
	3 Errors in appraisal, Potential Appraisal		
	4 , Appraisal Interview		

Module-II (20 hrs)

UNITS/CHAPTERS	Lectures detail	LEARNING OUTCOME	SUGGESTED READING/ REFERENCES
6.Compensation Management	1 Wages - Concepts, Components;	This unit shall explain about the wages and benefits of	Ramaswamy, E.A. - Managing Human
	2 Wages - Concepts,		

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		Components continue...	workers.	Resources, OUP
	3	System of Wage Payment,		
	4	Fringe Benefits, Retirement Benefit.		
7. Industrial Relations in India :	1	Parties; Management and Trade Unions,	This unit equips the student with legal implication arising during employment and the legal remedy available in India .	Saiyadain, M.S - Human Resource Management : Tata McGraw Hill
	2	Industrial Disputes : Trends, Collective Bargaining		
	3	Settlement Machineries, Role of Government		
	4	Labour Policy in India		
8. Workers' Participation in Management :	1	Concept, Practices and Prospects in India,	This unit explains the result of legal remedy, resulting which workers participation in management.	Mondal Sabari & Goswami Amal - Human Resource Management: Vrinda Publications
	2	Quality Circles and other Small Group Activities.		
9. Discipline Management :	1	Misconduct,	This unit covers the grievance and misconduct procedures as per law.	VSP Rao HRM Excel publication
	2	Disciplinary action		
	3	Domestic Enquiry		
	4	Grievance Handling		
10. Strategic HRM :	1	Meaning, Strategic HRM vs Traditional HRM	This unit covers the strategic part of human resources management and e-developed concepts in management of HCM.	Aswathappa, K. - Human Resource Management, Tata McGraw Hill
	2	SHRM Process		
	3	Nature of e-HRM		
	4	e-Recruitment & Selection		
	5	e-Performance Mgmt		
	6	e-Learning		

Faculty In-Charge

HOD, MBA Dept.

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

Lecture-wise Plan

Subject Name: Production Management
Year: 3rd Year

Subject Code: MB204
Semester: 5th

Module Number	Topics	Number of Lectures
1	The production function and its inter relation with other function within an organization. Plant location and layout- Factors affecting location, cost factors in location, plant layout principles, specific layout for different products, space requirement.	12L
2	Organization of Physical facilities- building, sanitation lighting, air conditioning, safety, etc. Production Planning and control- Objectives and concepts, capacity planning, production planning, controlling, scheduling, routing.	9L
3	Materials Management - Purchasing, inventory Management - material handling principles- economic considerations, criteria for a selection of materials handling equipment codification standardization, inventory controls	14L
4	Maintenance Management - Types of maintenance, Breakdown, Preventive Routine-relative advantages, condition monitoring, spares planning and control, maintenance scheduling. Work-study, methods study, time and motion study, charts and diagrams work measurement. Productivity: What is productivity, Different input and productivity measures, Multifactor productivity, Efficiency and Effectiveness, Quantity orientation, Measures to increase productivity.	4L
5	Human aspects of productivity- motivation, morale, discipline, resistance to change incentives. Quality Management: What is Quality, Quality as a corporate strategy, statistical methods, SPC control charts, acceptance sampling, Total Quality Management (TQM). Quality circles cost of Quality, Taguchi philosophy, Design of experiments (DOE) Ishikawa Diagram. Quality function Deployment (QFD), Kaizen, Deeming cycle. ISO 9000 and ISO 14000.	3L
Total Number Of Hours = 42 L		

Prof DR Preeti Sharma

Faculty In-Charge

HOD, Management Dept

