
BBA/BIM/BBM

Module Objectives
This module aims to develop student’s understanding of the basic concepts, systems, and approaches of human resource management.

Contents

Detailed Course
Unit 1: Introduction
LH 7
Concept, characteristics, objectives, and components of HRM. 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 7

Unit 4: Recruitment and Selection
LH 4

Unit 5: HR Training and Development
LH 5
Unit 6: Performance Appraisal
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 rating.

Unit 7: Rewards Management
Concept and types (intrinsic and extrinsic, financial and non-financial). Qualities of effective rewards, Types of employee benefits.

Unit 8: Employee Grievances and Disciplines
Employee grievances: concept and handling grievances. Employee discipline: concept, causes, and process of managing discipline.

Unit 9: Labor Relations and Labour Regulations in Nepal

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
Bishweswor Man Shrestha, Industrial Relations Management, Akshalok Prakashan, Kathmandu.
Labor Act of Nepal.