**SIR PADAMPAT SINGHANIA UNIVERSITY**



Udaipur

**COURSE PLAN**

Name of the Course Teacher(s) :Dr.Shweta Lalwani

Course Coordinator :Dr.Shweta Lalwani

Subject :Human Resource Management

Branch: Management Semester: MBA II Year: I

Course Code: BM-5020 L-T-P-C: 4+0+0=4 ***w.e.f. Jan, 2020***

**Learning Objectives:** Leaner will be able to

1. Explain the importance of human resources and their effective management in organizations
2. Demonstrate a basic understanding of different tools used in forecasting and planning human resource needs
3. Analyze the key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and training

**Lecture Plan**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Topics** | **Contact**  **Hours**  **(Lectures)** |
| ***Text:*** Dessler: Human Resource Management(Prentice Hall India)  **Module 01:** *(05 lectures)* | | |
|  | Human Resource Management | 5 |
| **Module 02:** *(05 lectures)* | | |
|  | Organization of Personnel Functions | 5 |
| **Module 03:** *(06 lectures)* | | |
|  | Manpower Planning | 6 |
| **Module04**: ( 06 lectures) | | |
|  | Motivating Employees | 6 |
| **Module05**: (05 lectures) | | |
|  | Performance Appraisal Systems | 5 |
| **Module06**: (06 lectures) | | |
| 6. | Training & Development | 6 |
| **Module 07**: (05 lectures) | | |
|  | Organisation Development | 5 |
| **Module 08**: (05 lectures) | | |
|  | Management of Organizational Change | 5 |
| **Module09**: (05 lectures) | | |
|  | HRD Strategies for Long Term Planning & Growth Case Studies and Presentations | 5 |
|  | **Total** | **48** |

**Flipped Classroom Activity:** Topic: Case Study on Employee Motivation

**Evaluation Criteria for the students:**

* Mid-term Examination I – 25 marks
* Mid-term Examination II – 25 marks
* End-term Examination – 100 marks
* Total Marks – 200, Total Credit – 4

**Recommended Books:**

1. Human Resource Management – P.SubbaRao

2. Personnel Management – C.B. Mammoria

3. Dessler: Human Resource Management(Prentice Hall India)

4. Personnel/Human Resource Management: DeCenzo& Robbins (Prentice Hall India)

5. D. K. Bhattacharya: Human Resource Management (Excel)

6. VSP Rao – Human Resource Management(Excel)

7. Dessler: Human Resource Management(Prentice Hall India)

8. Personnel/Human Resource Management: DeCenzo& Robbins (Prentice Hall India)

9. Gomez: Managing Human Resource (Prentice Hall India)

10. Human Resource Management – Dr P Jyothi and Dr D.N Venkatesh – Oxford Publications

Signature of the faculty Signature of the HOD

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**COURSE PLAN**

Name of the Course Teacher(s) :Dr.Shweta Lalwani

Course Coordinator :Dr.Shweta Lalwani

Subject : Leadership in organization

Branch: Management Semester: BBA IV Year: II

Course Code: BM-294/BMS-254 L-T-P-C: 3+0+0=3 ***w.e.f. Jan, 2020***

**Learning Objectives:**

The course will acquaint the students with leadership practices, behavior, attitudes & leadership styles. They will also acquire an overview of the voluminous leadership literature & research.

**Lecture Plan**

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| **Sr. No.** | **Topics** |  |
| **Module 1:** (12 lectures) | | |
| ***Text:*** Leadership Research Findings, Practice and Skills. Dubrin, A.J. 2008 Ed. Biztantra Series. 2008. | | |
|  | Introduction: The current business Scenario, understanding leaders & leadership, Leaders & Managers, | 3 |
|  | Changing Paradigms of leaders, Leadership in different Cultures, | 3 |
|  | Current issues in Leadership, Leadership Development: Experience, Education & Training. | 3 |
|  | Attributes of Leaders: Concept of Power & Authority, Leadership traits, Influencing Tactics  Leadership Style: Ohio State Leadership style, Michigan Leadership style, Managerial Grid, Contemporary Leadership styles. | 3 |
|  | Case Study/Presentations |  |
| **Module 2:** (12 lectures) | | |
|  | Theories of Effective Leadership | 3 |
|  | Contingency theories- Fiedler’s theory, Path-goal Model, Cognitive Resources Theory (CRT), situational Leadership theory. | 3 |
|  | Power & Leadership: sources of Leader power, leader motives, Influence tactics. Leadership & values | 3 |
|  | Leadership & Teambuilding: Team Leadership vs. Solo Leadership, leader’s action that foster teamwork. | 3 |
| **Module 3:** (12 lectures) | | |
|  | Motivation skills of a leader | 3 |
|  | Expectancy theory & Leadership, Goal theory & Leadership. | 3 |
|  | Leadership Succession: Corporate stories, | 3 |
|  | Leadership & change Management | 3 |
|  | Case Study |  |

**Evolution Criteria for the students:**

* Mid-term Examination I – 25 marks
* Mid-term Examination II – 25 marks
* End-term Examination – 100 marks
* Total Marks – 150, Total Credit – 3

**Flipped Classroom Activity:** Topic: Case Study on Leadership

**Outside Class activity:**

The video resources provided to the students for the flipped classroom activity.

|  |  |  |
| --- | --- | --- |
| **S.No** | **Video resource** | **Topics covered** |
| 1 | https://www.youtube.com/watch?v=spSCnp4VjXw | Steve Job’s Management style |

**In class Activity:**

**1.** Discussion on video

**2.** Students to prepare and analyze the case

**Recommended Books**

1 Leadership: Enhancing the Lessons of Experience. Cuphy, G., Ginnett, R.C. and Hughes, R.L, 5th Ed. McGraw Hill Companies Inc. 2005.

2 Leadership and Change Management. Annabel B. SAGE Pubications Ltd. London. 2009.

3 Building the bridge as you walk on it: A guide for leading change. Quinn R. Jossey-Bass. 2004.

4 Sustaining change: Leadership that works .Rowland D. and Higgs M. Jossey-Bass. 2008.

5 Leadership for Results. Barker T. Pearson Education. 2006.

6 Managing Organizational Change. Ramnarayan V. Response Books. 2004.

7 Leadership Research Findings, Practice and Skills. Dubrin, A.J. 2008 Ed. Biztantra Series. 2008.

Signature of the faculty Signature of the HOD

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Udaipur

**COURSE PLAN**

Name of the Course Teacher(s) :Dr.Shweta Lalwani

Course Coordinator :Dr.Shweta Lalwani

Subject : Industrial Relations and Labour Laws

Branch: Management Semester: BBA VI Year: III

Course Code: BM-563 L-T-P-C: 5+0+0=5 ***w.e.f. Jan, 2020***

**Learning Objectives:**

The course aims at giving an insight into concepts of IRs, how Industrial relations influence the performance of the organizations & how sound Industrial relations can be developed. It also covers the legal framework regulating the terms & conditions of employment of workers which may be helpful to students in further studies & practice in HR.

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| --- | --- | --- |
| **Sr. No.** | **Topics** |  |
| ***Text:*** Industrial Relations and Labour Welfare-Text and Cases. Sivarethinamohan.R.PHI. 2010 | | |
| Module1: (12 lectures) | | |
|  | Industrial Relations -Origin, Definition, Scope, Determinant, Socio-Economic, Technical, Political factors affecting IR in changing Environment, Approaches to the study of IR - Psychological, Human Relation, Socio-Political , Gandhian approach |  |
| Module 2: (12 lectures) | | |
|  | Trade Union - Function of Trade Union, Types & structure of Trade Union  Industrial Dispute-Meaning, Causes. Industrial Relation Machinery to solve Industrial Dispute: Collective Bargaining, Negotiation, Mediation, Arbitration, Adjudication, Work Committees, Conciliation, Board of Conciliation, Court of enquiry, Labour Court, Industrial Tribunal, National Tribunal, Role of Judiciary & its impact on industrial relation. |  |
| Module 2: (04 lectures) | | |
|  | Workers Participation in Management -Concept, Pre-Requisites, Levels Of Participation, Benefits of Participation. |  |
| Module 2: (24 lectures) | | |
|  | Basic Provisions relating to Various Labour Laws:  Industrial Disputes Act, 1947, Trade Unions Act, 1926, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Factories Act, 1948, Employees’ State Insurance Act, 1948, Employees’ Provident Fund & Miscellaneous Provisions Act, 1952, Payment of Gratuity Act, 1972. |  |

**Evaluation Criteria for the students:**

* Mid-term Examination I – 25 marks
* Mid-term Examination II – 25 marks
* End-term Examination – 100 marks
* Total Marks – 250, Total Credit – 5

**Texts / Reference Books**

1. Industrial Relations. Venkata Ratnam C.S. Oxford Press.2010.

2. Industrial Relations and Labour Welfare-Text and Cases. Sivarethinamohan.R.PHI. 2010

3. Industrial Relations and Labour Laws.Monappa A., Selvaraj.P.Tata McGraw Hill.2e.2012

4. Industrial Relations and Labour Law. Srivastava SC. New Delhi. Vikas.2010

**SIR PADAMPAT SINGHANIA UNIVERSITY**

Udaipur

**COURSE PLAN**

Name of the Course Teacher(s) : Dr.Shweta Lalwani

Course Coordinator :

Subject : Compensation Management

Branch: Management Semester: MBA IV Year: II

Course Code: BMH-575 L-T-P-C: 4+0+0=4 ***w.e.f. Jan, 2020***

**Learning objective :** The purpose of this course is to highlight the importance of designing an effective compensation system which is equitable & motivates the employees & acts as an effective retention strategy.

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| **Sr. No.** | **Topics** |  |
| Part I | | |
| ***Text:*** Compensation, Milkovich& Newman, Tata McGraw Hill | | |
|  | **Compensation**--Concept and Context: Framework of Compensation Policy |  |
|  | Economic and Behavioral Issues in Compensation, Role of Compensation and Rewards in Organization |  |
|  | **Compensation Structure and Differentials,** Pay- Packet Composition |  |
|  | External Equity and Pay Surveys |  |
|  | Internal Equity |  |
|  | Institutional Mechanisms for Wage Determination |  |
|  | Job Evaluation |  |
|  | Case Study/Presentations |  |
|  | Part II |  |
|  | **Performance-related Compensation:** Compensation management and PMS |  |
|  | Selection of Performance Objectives, Selection of Performance Indicators, Developing standards, developing a Performance Metric |  |
|  | Effective PMS |  |
|  | Compensation broad banding using PMS Results |  |
|  | Reward System: Incentive schemes |  |
|  | Incentives and Pay Restructuring, Downsizing and Voluntary Retirement Scheme |  |
|  | Allowances and Benefits |  |
|  | Bonus Profit Sharing and Stock Options |  |
|  | Incentives for Blue and White Collars |  |
|  | Overview of Future Trends in Compensation Management |  |

**Evaluation Criteria for the students:**

* Mid-term Examination I – 25 marks
* Mid-term Examination II – 25 marks
* End-term Examination – 100 marks
* Total Marks – 200, Total Credit – 4

**Text/Reference Books**

1. Compensation. Milkovich. TMH.1999.
2. Compensation and Rewards management. Singh B. Excel Books.2012.
3. Compensation Management. Bhattacharya D. Oxford Education.2009.
4. Compensation Management in a Knowledge based world. Anderson R. Pearson Education.2006.
5. Human Resource Management. Mathis R & Jackson H. Thomson South Western.2010.