



# The Islamia University of Bahawalpur

## Bahawalnagar Campus

### Human Resource Management

Instructor: Dr Abou Bakar  
Class day: Mondays and Tuesdays

Class Room: As advised  
Class Timings: Time Table

### Course Outline

#### **Course Objective:**

Modern life is organisational. Organisations reach success through efficient and effective use of resources. Central to resources is human resources. It is, therefore, imperative to know how organisations maintain and retain its human resources. The course is designed to give students insight of theoretical perspectives, concepts, issues and practices in human resource management. The management of human resource has changed significantly during the past decades. New approaches are applied to handle the diversified human resource in modern organisations. This course is designed to focus more on the management of human (employees) side of the organization in term of their recruitment, maintenance, and chosen to introduce the students to general management whose job inevitably will involve responsibility for managing people along with organizational assets. The use of latest social media like LinkedIn and other tools, particularly relevant to HRM will also be discussed.

#### **Teaching Methodology:**

1. The class will be conducted in a lecture & discussion environment where the class teacher will lead the discussions, and students will be encouraged to participate and ask questions in each class session.
2. Students are expected to read assignments in advance. This will be tested through quizzes, which may precede any class session.

#### **Books Prescribed:**

1. Human Resource and Personnel Management (5<sup>th</sup> edition) By William B. Werther
2. Human Resource Management (15<sup>th</sup> edition) By Garry Dessler

#### **Course Contents:**

##### **Session 1**

##### **Conceptual underpinnings:**

Management Overview  
Levels of Management  
Management skills

##### **Session 2**

Scope and overview of the discipline  
The nature, purpose and goals of human resource management  
Fundamental HR activities, HRM model

##### **Session 3**

Equal employment Opportunity and Law

##### **Session 4**

Human Resource Management Strategy and Analysis

##### **Session 5**

##### **Job Analysis and Design**

Job identification, description, specification and the techniques for job design

**Session 6 & 7****HR planning and Implementation**

Demand and supply for human resources

HR audit

Succession planning and replacement chart

**Session 8****Recruitment**

Constraints and strategic human resource plans

Internal and external recruitment channel

**Session 9 & 10**

Employee Testing and Selection

Inputs to selection

Employee tests and interviews

Reference and background checks and hiring decision

**Session 11 & 12****Orientation, Placement and separation, Socialization techniques, Placement and promotion, layoff technique**

On job Training

Pre job training

Need assessment

Training and development objectives

Employee Development and Organisational Development

**Session 13 & 14****Performance appraisal**

Elements, Constraints and methods of performance appraisal

**Session 15****Mid term Exam****Session 16****Career planning**

Career education

Counseling and career development

**Session 17 & 18****Benefit and services**

Compensation, Security, Insurance, Health

Strategic Pay plans

**Session 19**

Pay for performance and financial incentives

**Session 20****Employee relations and assessment**

Employee relation practices

Union management

**Session 21****International HRM****Session 22****Assessment and prospects**

The scope of human resource audit and tools for human resource research

**Session 23-29**

Presentations and Assignments

**Session 30:****Final Exam**

### **Testing and Grading:**

1. Learning will be accomplished through lectures, class exercises and student participation in class discussion and presentations.
2. Grading will tend to focus on your overall performance rather than one or two aspects. A mid term examination and a comprehensive final examination will be given
3. Another portion of the course grade will include the discussion/attendance grade, quizzes, and other assignments.
4. The mid-term examination will be graded for 30 points and the final examination will have a value of 50 points.
5. Excessive absences (more than 03) will result in “F Grade”
6. Test questions may be taken from textbook readings, hypertext material discussed in class and other assigned readings.
7. Students may prepare notebooks for taking notes and for references.

### **Marks Distribution of 100%:**

|                     |                   |
|---------------------|-------------------|
| Quizzes             | 10                |
| Class Participation | 10                |
| Mid-term            | 30                |
| Final Exam          | <u>50</u>         |
| Total               | <u>100</u> Points |

### **Please Note:**

In the unlikely event of an unplanned absence by the instructor, the material to have been covered during that class meeting will be shifted to the next meeting. If a test/presentation was scheduled for that class meeting that will be given during the next class meeting. In the event of any necessary planned absences, information on schedule changes will be provided in advance.

### **Appointment with Instructor**

The instructor is always available for meeting class students in his office with appointment.