



QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

Course Name	Human Resource Management
Course Code	HRM302
Semester	Second
Credit Hours	03
Total Weeks	16/18
Total Hours	48/54
Total Marks	100
Pre-requisite	None

Course Objectives

This course focuses on different dimensions including an overview of HRM, its history, its approaches and also the fundamental activities currently existing in HRM. Moreover, this course will also elaborate the concepts of unions, labor laws & labor-management relations, leadership, discipline, stress management, and power politics, within the organizations. Finally this course emphasizes on ensuring the balance between the firm's goals and the interests of the employees, and guide students in developing a vision on HRM from a general manager's perspective.

Grading Criteria

Distribution	Weight
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

Recommended Books

- Human Resource Management by R. Decenzo
- Human Resource Management by Keith Davis

WEEK WISE BREAKDOWN

Week	Description
1	INTRODUCTION HRM. <ul style="list-style-type: none"> ◇ Purpose of HRM ◇ Objectives of HRM ◇ Essentials of management
2	<ul style="list-style-type: none"> ◇ HRM Activities ◇ HRM areas ◇ Case studies
3	<ul style="list-style-type: none"> ◇ Motivation process ◇ Model of motivation ◇ Job design
4	HUMAN RESOURCE PLANNING <ul style="list-style-type: none"> ◇ Demand for Human Resources ◇ Causes of Demand ◇ Forecasting Techniques ◇ Human Resource Requirements
5	SUPPLY OF HUMAN RESOURCE <ul style="list-style-type: none"> ◇ Estimates of Internal Supply ◇ HR Audits ◇ Succession Planning ◇ Replacement Charts and Summaries ESTIMATES OF EXTERNAL SUPPLY <ul style="list-style-type: none"> ◇ External Needs ◇ Labor Market Analysis
6	<ul style="list-style-type: none"> ◇ Job analysis and methods ◇ Purpose of job analysis ◇ Case study
7	RECRUITMENT <ul style="list-style-type: none"> ◇ Recruitment Constraints of Challenges ◇ Internal Recruitment of Channels ◇ External Recruitment Channels
8	SELECTION <ul style="list-style-type: none"> ◇ Procedure ◇ Selection Procedure / Steps ◇ Preliminary Reception ◇ Employment Tests ◇ Selection Interviews ◇ References and Backgrounds
	Two Assignments + Two Test Mid Term Exam
9	<ul style="list-style-type: none"> ◇ Medical Examination ◇ Job offer ◇ Realistic Jobs Preview ◇ Case study
10	TRAINING AND DEVELOPMENT <ul style="list-style-type: none"> ◇ Socialization process ◇ Orientation ◇ Training approaches

11	<ul style="list-style-type: none"> ◇ Employed development ◇ Methods ◇ Case study
12	<ul style="list-style-type: none"> ◇ Organizational development ◇ OD methods ◇ Evaluating, training and development effectiveness
13 & 14	<ul style="list-style-type: none"> ◇ Elements of performance appraisal ◇ System ◇ Performance appraisal challenges ◇ Past and future oriented performance appraisal methods
15 & 16	<p>HRM & EMPLOYEES RELATIONSHIPS</p> <ul style="list-style-type: none"> ◇ Appraisal errors ◇ Wages and Salaries ◇ Incentives ◇ Benefits and Services
	<p>Two Assignments + Two Test+ Presentation Final Term</p>

Learning Outcomes:

- Synthesize information regarding the effectiveness of recruiting methods and the validity of selection procedures, and make appropriate staffing decisions.
- Design a training program using a useful framework for evaluating training needs, designing a training program, and evaluating training results.
- Properly interpret salary survey data and design a pay structure with appropriate pay grades and pay ranges.
- Evaluate a company's implementation of a performance-based pay system.
- Demonstrate knowledge of employee benefit concepts, plan design, administrative considerations and regulations governing employee benefit practices.