



Human Resource Management
Human Resource Management
(Elective Course)

Semester: III

Credits: 4

Subject Code: MCM32003

Lectures: 48

Course Outcomes:

At the end of this course, the learner will be able to:

- Elaborate the relevance of human resource management in an organization
- Recognize the changes in human resource environment and current trends in human resource management
- Discuss the process of human resources planning, recruitment, training and development
- Correlate between performance management and compensation
- Synthesize the information on emerging information technologies to support the human resources function
- Conduct research on human resources practices and produce reports

Unit 1: Introduction to Human Resource Management

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- Introduction:
 - Meaning, definition and concept
 - Approaches to Human Resource Management
 - Functions of Human Resource Management
- Human Resource Environment:
 - Technology
 - Organization Structure -Network and Virtual Organizations
 - Workforce Diversity, Demographic Changes, Entry of female employees in the workforce, Dual Career Employees
 - Global sourcing of Labour
- Challenges of Human Resource Management in Indian context

Unit 2: HR Planning, Procurement, Training and Development

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- HR Planning:
 - Meaning, objectives, Estimating manpower requirement
- HR Procurement:
 - Meaning and sources of Recruitment
 - Meaning and process of Selection
- Training and Development:
 - Training- Training Need Analysis (TNA), Objectives of Training programs, implementation of Training programs, Management

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<ul style="list-style-type: none">Development Program (MDP)○ Career Development: Meaning, challenges, initiatives of career development○ Evaluation of Training and Development Programs○ Succession Planning● Merit Rating: Promotions, Transfers, Job Analysis, Job Enlargement, Job Enrichment, Job Rotation	
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Unit 3: Performance and Compensation Management	12
<ul style="list-style-type: none">● Performance Management:<ul style="list-style-type: none">○ Meaning, objectives and process of Performance Management○ Difference between Performance Management and Performance Appraisal○ Modern methods of Performance Appraisal○ Challenges of Performance Management● Compensation Management:<ul style="list-style-type: none">○ Job Evaluation and Compensation Policy○ Traditional Vs Performance based Compensation- benefits and challenges● Separation:<ul style="list-style-type: none">○ Voluntary- Resignation, Retirement○ Involuntary- Discharge/Dismissal, Suspension, Layoff, Retrenchment, VRS	

Unit 4: New Concepts and Recent Trends in HRM:	10
<ul style="list-style-type: none">● New Concepts in HRM:<ul style="list-style-type: none">○ Benchmarking○ Downsizing and Rightsizing○ HR Outsourcing○ HR Audit: Approaches to HR Audit○ Building Human Capital & Employee Satisfaction Survey○ E- HR- Meaning, benefits and future● Recent Trends under Covid- 19 scenario● Managing- Flexi Time, Work from Home and Virtual Work	

#12 contact hours for Assignments, Visits, Research, Field Studies, etc.

Recommended Reference Books:

- Arora Vikas & Arora Seema, *Human Resource Management*, Global Vision Publishing House: New Delhi; 2011.

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- Aswathappa K. *Human Resource management: Text & Cases*, McGraw Hill Education (India) Private Ltd.: New Delhi; 2019.
- Bhatia K.S. *Human Resource Management: A Competitive Advantage*. Deep & Deep Publication Pvt. Ltd.: New Delhi; 2011.
- Dessler Garry. *A Framework for Human Resource Management*. Pearson Education (Singapore) Pte. Ltd.: Delhi; 2013.
- Dr. Ghanekar Anjali. *Human Resource Management: Managing Personnel the HRD way*. Everest Publishing House: Pune; 2011.
- Jeffery A. Mello, *Strategic Human Resource Management*, Cengage Learning: United States; 2012.
- Rao Subha P. *Personnel and Human Resource Management*. Himalaya Publishing House: Mumbai; 2014.
- Sinha PRN, Shekhar S.P., Indu Bala, *Human Resource Management*, Cengage Learning India Private Ltd.: Delhi; 2016.
- Valentine Sean, Mathis Robert L. & Jackson John H., *Human Resource Management*, August Publication: America; 2013.

Journals:

- Human Capital, New Delhi, monthly issues

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