



HUMAN RESOURCE MANAGEMENT
EMPLOYEE RECRUITMENT & RECORD MANAGEMENT
[DSE]

Semester: IV	Credits: 2+2	Subject Code: BB442106C	Lectures: 48
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Course Outcomes:

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

- Relate to the importance and process of Manpower Planning.
- Identify and evaluate the process of Selection in the Organisation.
- Analyze the significance of Induction and Socialization in an organization.
- Recognize the applications of Employee Record Management in Organisation.
- Analyze various concepts and steps relating to designing of computer Technologies and its applications in various HR functions.

UNIT I : Manpower Planning and Recruitment	12
<ul style="list-style-type: none">• Manpower planning,<ul style="list-style-type: none">○ Meaning, Definition, Need,○ Objectives, Levels, Importance,• Process of Manpower Planning• Factors influencing estimation of Manpower,• Barriers to Manpower Planning• Recruitment : Concept and need<ul style="list-style-type: none">○ Factors Affecting Recruitment○ Sources of Recruitment○ Advantages and Disadvantages○ Traditional and New Methods of Recruitment- E Recruitment○ Talent Acquisition,○ Difference between Recruitment and Talent Acquisition.• Selection: Concept and Process• Difference between Recruitment and Selection	

UNIT II: Placement , Induction, Socialization	12
<ul style="list-style-type: none">• Placement:<ul style="list-style-type: none">○ Concept, Objectives, Importance• Induction:<ul style="list-style-type: none">○ Concept, Objectives, Advantages○ Induction in Indian Industries○ Content of Induction Programme○ How to Make Induction Effective• Socialization	

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<ul style="list-style-type: none"> ○ Concept, Objectives , Process ● Difference between Socialization and Induction 	
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UNIT III: Employee Record Management	12
<ul style="list-style-type: none"> ● Introduction ● Objectives of Employee Record Management ● Essentials of a Good Record Principles of Record Keeping ● Precautions in Maintaining Records ● Importance of Employee records ● Types of Employee records 	

UNIT IV: Computer Course (Prescribed Course or Online Course)	12
<p>Computer Course (Prescribed Course or Online Course)</p> <p>Tentative –Computer Enabled Project Topics for Practical - Course Contents (students can perform the project in the group or individual and can opt five topics from the list)</p> <ul style="list-style-type: none"> ● Blockchain integration. ... ● People analytics tools. ... ● Real-time performance management. ... ● Biometric time tracking. ... ● Connected platforms in the workplace. ... ● Harassment-reporting tools. ● HRMS Business Value ● HCM cloud application ● Employees engagement ● Human Resources Cloud Powerhouse emerging technologies, including AI, chatbots, blockchain, and the Internet of Things (IoT). ● Data Security and Privacy Controls HRMS to Oracle ● HCM Cloud <ul style="list-style-type: none"> ○ Core Human Resources ○ Onboarding Benefits ○ Absence Management ○ Workforce Modeling and Predictions ○ Workforce Directory ○ HR Help Desk ○ Work Life Solutions ○ Advanced HCM Controls 	

12 hours for Library work, practical or field work or research purposes

Recommended Text Books:
<ul style="list-style-type: none"> ● C.B.Gupta. <i>Human Resource Management</i>, Sultan Chand and sons 2017 ● L. M. Prasad ,<i>Human Resource Management</i> , Sultan Chand & Company Ltd. New Delhi ● K. Ashwathappa , <i>Human Resource Management</i> , Tata McGraw Hill New Delh



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Recommended Reference Books:

- C. B. Mamoria , *Personnel Management* C. B. Mamoria Himalaya Publishing House Mumbai
- A.M. Sharma , *Personnel & Human Resource Management* Himalaya Publishing House Mumbai
- S. S. Khanka , *Human Resource Management* , Sultan Chand & Company Ltd. New Delhi

E- Resources

1. <https://nlist.inflibnet.ac.in/>
2. <https://search.ebscohost.com/>

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Faculty	Ms. Abhradita Chatterjee Nahvi		
Faculty	Mrs Kajal Jaisinghani		
Subject Expert (Outside SPPU)	Mr. Abhijeet Chavan		
Subject Expert (Outside SPPU)	Dr. Sabhia Fazalbhoj		
VC Nominee	Dr. Varsha Deshpande		
Industry Expert	Mr. Sitesh Thadhani		
Alumni	Ms. Devi Krishna		



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