



Human Resource Management
Human Resource Management
(Elective Course)

Semester: III	Credits: 4	Subject Code: MCM32003	Lectures: 48
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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	10
<ul style="list-style-type: none"> • Introduction: <ul style="list-style-type: none"> ○ Meaning, definition and concept ○ Approaches to Human Resource Management ○ Functions of Human Resource Management • Human Resource Environment: <ul style="list-style-type: none"> ○ 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	16
<ul style="list-style-type: none"> • HR Planning: <ul style="list-style-type: none"> ○ Meaning, objectives, Estimating manpower requirement • HR Procurement: <ul style="list-style-type: none"> ○ Meaning and sources of Recruitment ○ Meaning and process of Selection • Training and Development: <ul style="list-style-type: none"> ○ 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) <ul style="list-style-type: none"> o Career Development: Meaning, challenges, initiatives of career development o Evaluation of Training and Development Programs o 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"> o Meaning, objectives and process of Performance Management o Difference between Performance Management and Performance Appraisal o Modern methods of Performance Appraisal o Challenges of Performance Management • Compensation Management: <ul style="list-style-type: none"> o Job Evaluation and Compensation Policy o Traditional Vs Performance based Compensation- benefits and challenges • Separation: <ul style="list-style-type: none"> o Voluntary- Resignation, Retirement o 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"> o Benchmarking o Downsizing and Rightsizing o HR Outsourcing o HR Audit: Approaches to HR Audit o Building Human Capital & Employee Satisfaction Survey o 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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Alumni	Ms. Shivani Sinha	<i>Shivani</i> 15/6/20

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