



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"> ○ 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:
<ul style="list-style-type: none"> ● Arora Vikas & Arora Seema, <i>Human Resource Management</i>, 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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Faculty	Ms. Rajni Singh	<i>Rajni</i> 15/6/20
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Subject Expert (Outside SPPU)	Prof. Sumita Joshi	<i>Sumita</i> 15/6/20
VC Nominee	Dr. Shubhangi Joshi	<i>Shubhangi</i> 15/6/20
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Alumni	Ms. Shivani Sinha	<i>Shivani</i> 15/6/20

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