



**HUMAN RESOURCE MANAGEMENT
EMPLOYEE RECRUITMENT & RECORD MANAGEMENT
[DSE]**

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| Semester: IV | Credits: 2+2 | Subject Code: BB42106C | 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.

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| 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 | |

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| 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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15/06/24



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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 | |

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| UNIT IV: Computer Course (Prescribed Course or Online Course) | 12 |
| <p>Computer Course (Prescribed Course or Online Course) 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:

- C.B.Gupta. *Human Resource Management*, Sultan Chand and sons 2017
- L. M. Prasad, *Human Resource Management* , Sultan Chand & Company Ltd. New Delhi
- K. Ashwathappa , *Human Resource Management* , Tata McGraw Hill New Delh

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St Mira's College for Girls
(SYBBA 2021-2024)

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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| Chairperson (HoD) | Dr. Rama Venkatachalam | | <i>Rama Venkat</i> 15/06/21 |
| Faculty | Ms. Abhradita Chatterjee Nahvi | <i>Abhradita</i> 15/06/21 | |
| Faculty | Mrs Kajal Jaisinghani | <i>Kajal J.</i> 15/06/21 | |
| Subject Expert (Outside SPPU) | Mr. Abhijeet Chavan | | <i>Abhijeet</i> 15/06/21 |
| Subject Expert (Outside SPPU) | Dr. Sabhia Fazalbhoy | <i>Sabhia</i> 15/06/21 | |
| VC Nominee | Dr. Varsha Deshpande | | <i>Varsha</i> 15/06/21 |
| Industry Expert | Mr. Sitesh Thadhani | <i>Sitesh C. Thadhani</i> 15/06/21 | |
| Alumni | Ms. Devi Krishna | | |

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