

Name of Institute: Indus Institute of Management Studies (IIMS)

Name of Faculty: Dr. Prerna Mishra

Course Code: MB0203

Course Name: Human Resource Planning

Pre-requisites: Graduate

Credit Points: 3 Credits

Offered Semester: II

Course Lecturer (Weeks 01 – 15)

Full name: Dr. Prerna Mishra

Department with Siting location: Management

Telephone: 9999435548

Email: dr.prernamishra.mba@indusuni.ac.in

Consultation times: 4:00 PM to 5:00 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

Course Objectives

Course Objectives:

To understand human resource management function and its roles and responsibilities. Familiarize with the working of different systems within HRM viz recruitment and selection, performance management, compensation management, employee relations management. Recognize HR system's strategic contribution to business and organisations. Understand the labour legislations in context of employee.

Course Outcomes (CO)

On successful completion of this course students will be able to:

CO1: Describe the role of Human Resource Function in an Organization.

CO2: List the emerging trends and practices in HRM.

CO3: Illustrate the different methods of HR Acquisition and retention.

CO4: Demonstrate the use of different training methods in an organization.

CO5: Interpret the sample job descriptions and job specifications for contemporary

CO6: Entry level roles in real world organizations.

Course Outline

UNIT-I

Human Resource Management

Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, HRM vs HRD. Emerging Challenges of Human Resource Management.

UNIT-II

HR Planning and Talent Acquisition

HR Planning, Job Analysis – Job Description and Job Specification; Recruitment – Sources and Process. Selection - Process, Tests and Interviews.

UNIT-III

Managing and Rewarding Employee Performance

Training and Development – Learning, training and development, Performance Management System – Performance planning, appraisal and review.

UNIT-IV

Managing Employee Relations

Employee Relations and Industrial Relations – Overview of Labour Legislations Industrial Disputes and Conflicts – Managing industrial unrest.

UNIT-V

Contemporary issues in HRM

Career Management, Managing Employee Exits and Separations, Managing Global Human Resources

Method of delivery

Lectures, PPT, Quantitative Case Studies/ Numerical, Experiential Exercises, Active Learning Techniques.

Study time

Three hours per week

CO-PO Mapping:

Programme Outcomes (POs)

PO1: Develop Business Acumen & domain knowledge (With knowledge of management theories & practices)

PO2: Develop Leadership and Team building

PO3: Enhance Critical Thinking, Analysis & Problem Solving

PO4: Build Awareness of Global Business Environment

PO5: Comprehend Legal, Ethical and Social Responsibility

PO6: Develop Communication Skills, Interpersonal and Soft Skills

Course Outcome (COs):

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	PO1	PO2	PO3	PO4	PO5	PO6
CO 1	3	2			1	
CO 2	3	2			1	
CO 3		3				
CO 4		3				
CO 5		3	1		1	
CO 6	2				1	

Blooms Taxonomy and Knowledge Retention (For reference)

(Blooms taxonomy has been given for reference)

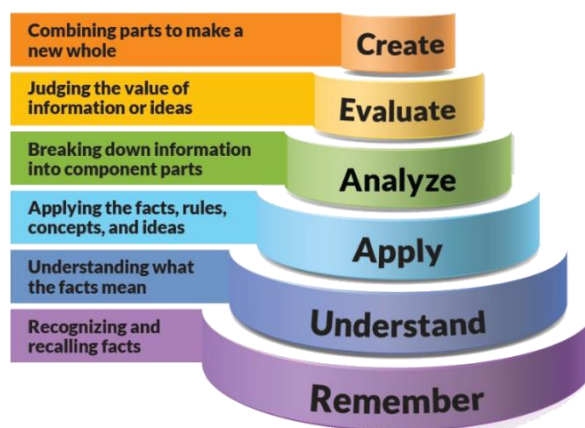


Figure 1: Blooms Taxonomy

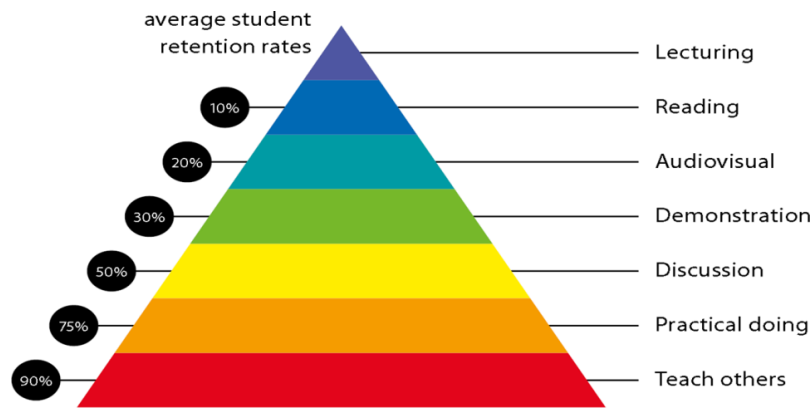


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

General Graduate Qualities	Specific Department of Management Graduate Capabilities
<p>Informed</p> <p>Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.</p>	<p>1 Professional knowledge, grounding & awareness</p>
<p>Independent learners</p> <p>Engage with new ideas and ways of thinking and critically analyze issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.</p>	<p>2 Information literacy, gathering & processing</p>
<p>Problem solvers</p> <p>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high</p>	<p>3 Problem solving skills</p>

standards.	
Effective communicators Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage with people in different settings. Recognize how culture can shape communication.	4 Written communications
	5 Oral communication
	6 Teamwork
Responsible Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.	7 Sustainability, societal & environmental impact

Practical work:

1. ASSIGNMENT -1: Unit 1 & 2
2. ASSIGNMENT -2: Unit 3 & 4

Lecture/ Tutorial Times:

1hr / lecture or tutorial

Attendance Requirements:

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

Details of referencing system to be used in written work

Text Books:

1. Gary Dessler and Biju Varkkey. Human Resources Management. Pearson Latest Edition
2. Sinha, Sinha and Shekhar Industrial Relations, Trade unions and Labour Legislations Pearson Education Latest Edition
3. Mirza S Saiyadain. Human Resource Management. Tata McGraw-Hill Latest Editions

Reference Books:

1. Snell, Bohlander, Vohra. Human Resource Management. Cengage Learning
2. P. Jyothi and D.N.Venkatesh. Human Resource Management. Oxford University Press Latest Edition
3. P. Subba Rao. Essential of Human Resource Management and Industrial Relations. Himalaya Latest Edition
4. K. Aswasthapa Human Resource Management TATA McGraw Hill Latest Edition
5. C.B. Mamoria & S .V. Gankar. Human Resource Management. Himalaya Publishing House Latest Edition

ASSESSMENT GUIDELINES

Final course mark will be calculated from the following:

Assignment 1 & 2	(5 + 5) Marks
Presentation	5 Marks
Attendance	5 Marks
Mid Semester Exam	40 Marks
Final Exam	40 Marks

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 50% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e. mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 50% marks to clear the concerned components.

Practical Work Report/Laboratory Report:

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Late Work

Late assignments will not be accepted without specific reasons and supporting documents.

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course Schedule (subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

Week #	Topic & contents	CO Addressed	Teaching Learning Activity (TLA)
Weeks 1	Concept and Functions, Role, Status and competencies of HR Manager	CO1, CO2 & CO3	Lecture
Weeks 2	HR Policies, Evolution of HRM, HRM vs HRD	CO1, CO2, CO3 & CO4	Lecture
Week 3	Emerging Challenges of Human Resource Management.	CO1, CO2 & CO3, CO6	Lecture
Week 4	HR Planning	CO2, CO5 & CO6	Lecture
Week 5	Job Analysis – Job Description and Job Specification	CO1, CO3 & CO4	Lecture
Week 6	Recruitment – Sources and Process	CO2, CO3 & CO4	Lecture

Week 7	Selection - Process, Tests and Interviews.	CO2, CO4 & CO5	Lecture
Week 8	Training and Development – Learning, training and development	CO2, CO3 & CO6	Lecture
Week 9	Performance Management System – Performance planning	CO1, CO2 & CO4	Lecture
Week 10	Performance Management System – Appraisal and review	CO2 & CO4	Lecture
Week 11	Employee Relations and Industrial Relations – Overview of Labour Legislations	CO1, CO2 & CO4	Lecture
Week 12	Industrial Disputes and Conflicts – Managing industrial unrest.	CO4 & CO5	Lecture
Week 13	Career Management	CO2, CO3, CO5 & CO6	Lecture
Week 14	Managing Employee Exits and Separations	CO2, CO3, CO5 & CO6	Lecture
Week 15	Managing Global Human Resources	CO1, CO2 & CO4	Lectures