

***Specialization-***

- **Human Resource Management**

**Course Name: Human Resource Planning**

**Course Code-MS 301**

**Course Credits: 6**

**Course Objective:** The main aim of the course is to give the student understanding of how planning is done for better long term requirement of human resources in the organization.

**Block I Introduction to Human Resource Planning**

**Unit I Human Resource Planning- Concepts, Objectives and Significance**

**Unit II Macro and Micro Human Resource Planning**

**Unit III Process of Human Resource Planning**

**Unit IV Demand Forecasting in HRP- Methods and Techniques-**

**Unit V Supply Forecasting in HRP- Methods and Techniques**

**Unit VI Productivity, Technology and Human Resource Planning**

**Block II Job Evaluation and Analysis**

**Unit VII Job Evaluation**

Job Evaluation: Concepts, Types, Scope and Limitations

**Unit VIII Job Analysis**

Job Analysis, Job Questionnaire and Job Description

**Unit IX Job Assessment**

Job Assessment and its methods, Work Measurement, Ergonomics, Motion Economy, Human Engineering and Value Analysis

**Unit X Performance Appraisal and Management**

**Block III Human Resource Planning: Recruitment, Selection and Induction**

**Unit XI Recruitment Function**

**Unit XII Selection Function**

**Unit XIII Induction and Placement**

**Unit XIV Career Planning, Development and Succession Planning**

**Unit XV Manpower Training and Retraining**

**Unit XVI Transfer and Promotion and Job rotation**

**Block IV Trends and Issues in Human Resource Planning**

**Unit XVII Human Resource Information System**

**Unit XVIII Human Resource Costs**

**Unit XIX Human Resource Accounting and Costs**

**Unit XX Emerging Trends in Human Resource Planning**

Balance Score Card, HR and Six Sigma, BPO and HRO, Knowledge Management

**Suggested Readings:**

1. Bhattacharya, Deepak Kumar – Human Resource Planning, Excel Books.
2. Aswathapa, Human Resource and personnel management Text & Case, TMH.
3. Strategic Human Resource Planning – Vivek Paranjpe (Allied Publisher)
4. D.T. Bell – Planning Corporate Man Power
5. HRP – Gareth Stainer – Manpower Planning.
6. Jyothi Venkatesh – Human Resource Management, Oxford