

Course Contents

Course Name: Human Resource Planning

Course Code-MS 301

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

Unit VIII Job Analysis

Unit IX Job Assessment

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, 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

Suggested Readings:

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

Index

Unit Number	Title	Page Number
<i>Block I Introduction to Human Resource Planning</i>		
1.	Unit I Human Resource Planning- Concepts, Objectives and Significance	1-17
2.	Unit II Macro and Micro Human Resource Planning	18-26
3.	Unit III Process of Human Resource Planning	27-37
4.	Unit IV Demand Forecasting in HRP- Methods and Techniques	38-59
5.	Unit V Supply Forecasting in HRP- Methods and Techniques	60-82
6.	Unit VI Productivity, Technology and Human Resource Planning	83-104
<i>Block II Job Evaluation and Analysis</i>		
7.	Unit VII Job Evaluation	105-116
8.	Unit VIII Job Analysis	117-131
9.	Unit IX Job Assessment	132-147
10.	Unit X Performance Appraisal and Management	148-167
<i>Block III Human Resource Planning: Recruitment, Selection and Induction</i>		
11.	Unit XI Recruitment Function	168-183
12.	Unit XII Selection Function	184-194
13.	Unit XIII Induction and Placement	195-204
14.	Unit XIV Career Planning, Development and Succession Planning	205-220
15.	Unit XV Manpower Training and Retraining	221-244
16.	Unit XVI Transfer, Promotion and Job rotation	245-263

<i>Block IV Trends and Issues in Human Resource Planning</i>		
17.	Unit XVII Human Resource Information System	264-284
18.	Unit XVIII Human Resource Costs	285-300
19.	Unit XIX Human Resource Accounting and Costs	301-319
20.	Unit XX Emerging Trends in Human Resource Planning	320-340