



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2016-2017)

Programme Name: MMS / PGDM: MMS

Name of the Course: Human Resource Management

Maximum marks: 100

No. of Sessions: 13

Name of the Faculty: Kanchan A

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Learning Objectives:

- 1) Apply the theoretical and practical aspects of human resource management in the organization.
 - 2) Take decisions that enhance the effectiveness of the recruitment, training, development, and retention of human resources
 - 3) To create opportunities for improving and sustaining organizational performance.
 - 4) Managing the organizational change and design various strategies for the development of the organization.
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Reference Books:

- 1) Human Resource Management – P.Subba Rao
 - 2) Personnel/Human Resource Management: DeCenzo & Robbins
 - 3) Human Resource Management in Modern India- Dr. Sorab Sadri & Dr. Jayashree Sadri
 - 4) International Human Resource Management- Ashwathappa
 - 5) Human Resource Management- Dipak Bhattacharyya
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Plan:



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| Session No | Topics to be covered | Books referred/ Recommended/ References- Print/Articles/ News/Research papers/ Online database/ Software /Simulations used | Learning outcomes | Evaluation of Students understanding by MCQs, Quiz, Short Test |
|-------------------|---|---|--|---|
| 1 | Introduction to HRM- Scope, Functions, Roles, Policies, Responsibilities in the organization | Power point presentation and books referred HRM by Subha Rao/chapter 1 | To understand the scope, functions and what policies organizations are following | |
| 2 | Manpower Planning- Importance of Manpower planning, Steps involved, Link with Business Objectives | Powerpoint presentation and books referred HRM by Dipak Bhattacharya/Unit 6 | To understand the need for manpower planning and how manpower planning is done. | |
| 3 | Job Analysis- Job Description, Job Specification, Job enrichment | Powerpoint presentation and books referred HRM by Dipak Bhattacharya/ unit 5 | Making them understand how to make job description for the right job | |
| 4 | Recruitment- Various methods of recruitment, challenges in recruitment | Power point presentation and books referred HRM by Subha Rao/chapter 5 | How can one choose the type of recruitment suitable for the profile. | |
| 5 | Selection- Process of Selection | Power point presentation and books referred HRM by Subha Rao/chapter 6 | How to choose the right person for the right job. | Class Test |
| 6 | Motivation- Job Satisfaction, Attrition Analysis, Retention Strategies | Power point presentation and books referred HRM by Dipak Bhattacharya/ unit 15 | How to motivate and retain employees. | |
| 7 | Training & Development- Training Need | Powerpoint presentation and books referred HRM by Dipak | Various methods which can | |



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|----|---|---|---|------------|
| | Analysis, Training Methods | Bhattacharya/ unit 9 | be used for making training effective. | |
| 8 | Induction & Orientation | Powerpoint presentation and books referred HRM by Dipak Bhattacharya/ unit 9 | How to conduct effective induction programme. | |
| 9 | Performance Management- Performance Appraisals, various traditional and modern methods of appraisal, challenges of PMS, | Powerpoint presentation and books referred HRM by Dipak Bhattacharya/ unit 10 | Various methods of performance appraisal used in the organizations. | |
| 10 | Performance Management- Career Development, Counselling | Powerpoint presentation and books referred HRM by Dipak Bhattacharya/ unit 11 | What organizations do for continuous employee development. | |
| 11 | Recent Trends in HRM | Power point presentation and books referred HRM by Subha Rao/chapter 33 | Current trends in the market and how can organization formulate their strategies. | Class Test |
| 12 | Class Test & Presentations | | | |
| 13 | Presentations & Revision | | | |

2. Practical Approach : other activities (Atleast 4 distinct activities)

| Sr. No. | Activity Name | Topic Coverd | Learning outcomes | Source |
|---------|------------------|--|-------------------|--------|
| 1 | Role Play | Recruitment & Selection | | |
| 2 | Group Discussion | Hr functions and hr policies in the organizations. Strategies for long term HR planning and growth. | | |



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|---|---------------------------------------|---|--|--|
| | | Organization Development | | |
| 3 | Business Quiz / Business News sharing | Articles from Human Capital and economic times | | |
| 4 | Videos / Simulation | Manpower Planning, Motivation, Training and Development | | |
| 5 | Use of Softwares and Labs | Job Analysis-job description, Recruitment | | |
| 6 | Any other activity | | | |