



Dr. V. N. Bedekar Institute of Management Studies, Thane
Teaching Plan (MMS / PGDM)
Academic Year (2014-15)

Programme: MMS

Name of the Course: Human Resource Management

Maximum marks: 100

No. of Sessions: 15

Name of the Faculty: Dr. Sna Farooqi

Mobile No: 9004602321

Email: sfarooqi@vpmthane.org

Weblink:

Learning Objectives:

People (human resources) are viewed by most experts as the most important asset of any organization. Managing an organization's people is often the most challenging and complex task required of a manager. It is also the responsibility, if executed well, that permits a person to rise to the senior level of management, or prevents a manager from rising to the senior level if done poorly. The objective of the course is to teach the basic principles of human resource management—how an organization acquires, rewards, motivates, uses, and generally manages its people effectively. In addition to providing a basic legal and conceptual framework for managers, the course will introduce the manager to practices and techniques for evaluating performance, structuring teams, coaching and mentoring people, and performing the wide range of other people related duties of a manager in today's increasingly complex workplace. During the course, students will be exposed to and will discuss current human resource practices and will participate in exercises designed to enhance critical skills. Case studies will be integrated in most of the areas covered.

Reference Books:

1. Human Resource Management – P.Subba Rao
2. Personnel Management – C.B. Mammoria
3. Dessler: Human Resource Management(Prentice Hall India)
4. Personnel/Human Resource Management: DeCenzo & Robbins (Prentice Hall India)
5. D. K. Bhattacharya: Human Resource Management (Excel)
6. VSP Rao – Human Resource Management(Excel)
7. Gomez: Managing Human Resource (Prentice Hall India)
8. Human Resource Management – Dr P Jyothi and Dr D.N Venkatesh – Oxford Publications



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Plan:

| Session No | Topics to be covered | Pedagogy | Remark |
|-------------------|---|---|---------------|
| 1 | Human Resource Management- Its Scope, Approaches to HRM. | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |
| 2 | Organization of Personnel Function | <ul style="list-style-type: none"> • Lecture • Video • Case Study | |
| 3 | Manpower Planning | <ul style="list-style-type: none"> • Lecture • Management Game | |
| 4 | Job analysis Job Description | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |
| 5 | Recruitment and Selection | <ul style="list-style-type: none"> • Lecture • Articles • Role Play | |
| 6 | Employee Motivation | <ul style="list-style-type: none"> • Role Play • Group Discussion | |
| 7. | Employee turnover, Retention and Re employment | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study | |
| 8. | Training and Development | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study | |
| 9. | Organization Development | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |



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| 10. | Performance Appraisal systems | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |
| 11. | Career Planning and Development | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |
| 12. | Management of Organization change | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study | |
| 13. | HRD Strategies for long term Planning and Growth | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study • Video | |
| 14. | Productivity and HRM | <ul style="list-style-type: none"> • Lecture • Discussions • Case Study | |
| 15. | Presentations | <ul style="list-style-type: none"> • Presentations • Discussion | |

I) Internal:

| Component | Details | Marks |
|---------------------|---|-------|
| Class Test | Two Class Tests | 20 |
| Presentation. | Content, Creativity, Body Language and Presentation Skills, Q/A | 10 |
| Class Participation | Attendance, Class Participation, General Subject Awareness | 05 |
| Student Conduct | Overall conduct as a responsible student | 05 |

II) External:
(Sample questions)



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Ques 1 "Objectives of HRM always contradict the objectives of the Human Resource." Elucidate the statement.

Ques 2 What do you understand by Human Resource Planning? How would you draw up a manpower plan for an organization?

Signature of Faculty

Signature of Co-ordinator