



Dr. V. N. Bedekar Institute of Management, Thane
Teaching Plan (MMS/PGDM)
Academic Year (2017-2018)

Programme Name: PGDM

Term: V

Name of the subject: Human Resource Planning & Human Resource Audit

Maximum marks: 100

No. of Sessions: 10

Name of the Faculty: Gladys Sundhalkar

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Weblink:

Learning Objectives:

HUMAN RESOURCE PLANNING

Helping the Students understand Human resource planning, or HRP.

HRP is the ongoing, continuous process of systematic planning to achieve optimum use of an organization's most valuable asset — its human resources.

The objective of human resource planning is to ensure the best fit between employees and jobs while avoiding manpower shortages or surpluses. The four key steps of the human resources planning process are analyzing present labor supply, forecasting labor demand, balancing projected labor demand with supply and supporting organizational goals.

Human Resource Audit

HRA – concepts, methods and applications, Human Resource accounting vs. Other Accounting, Integration with other accounting system

HR score card as an instrument in HR Audit

Role of Human resource audit in business environment

HR Audit Objectives, Concepts, Components, Need, Benefits, Importance

HR Audit Report – purpose, Report Design – Preparation of report

Recent Advancements in Human Resource Audit and Accounting



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Reference Books:

1. Personnel & Human Resource Management – P. Subba Rao.
2. Human Resource Management – Ashwathapa
3. HRD AUDIT : EVALUATING THE HUMAN RESOURCE FUNCTION FOR BUSINESS IMPROVEMENT – Rao T.V
4. Human Resource Planning - Bhattachryya Dipak Kumar

Plan:

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	Human Resource Planning	Introduction to HRP. The planning process, indicators and trends, Objectives (Micro and Macro Levels). Ascertain- ing demand and supply in human resource. Causes of demand, forecasting techniques and human resource requirements. Estimation of internal supply and external supply.	Introduction to HRP. Ascertain- ing Demand & Supply in HRP	Quiz
2	Strategic human resource management.	Linking human resource planning with strategic human resource management.	Strategic HRM & HRP Linkage	



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3	Job Analysis	Introduction to Job Analysis, Job Description, Job Specification, Skills Analysis / Skill Inventory, Factors influencing job design methods. Job analysis techniques. Assessing job analysis methods, performance appraisal system etc.	Job Analysis, HR Planning and Selection in the Modern Business Environment	
4	Recruitment & Selection: Interviewing Techniques, Induction, Orientation, Employment Tests	Factors affecting recruitment, sources, methods, Selection as a process, its validity and reliability, ethical issues e.g. equal opportunity, selection decisions. Interviewing : Role of interview, forms, steps in interviewing, interview skills, techniques used for global sourcing. Employment Tests: Concepts of testing, types of tests, executive talent search. Induction and placement of employees:, Orientation programmes and orientation follow-up, Employee placement: promotions, transfers and demotions. Separations: attrition, layoffs and termination. Induction of new work force, methods, HR role in induction.	Role of HR functions in HRP	Assignment on Employment Test
5	Recent Trends in HR Planning	HR planning and selection in the modern business environment: changing perspectives in the field of recruitment and selection in the information age: erecruitment and selection, Recent Trends in HR Planning	Technology usage in HRP	
6	Human Resource Audit	Need of HR Audit, Introduction, Objectives of HR	HR Audit	



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		Audit, Types of Audit, What functions are Audited in HR Audit, Methods of HR Audit	Introduction, Types and Methods	
7	Human Resource Audit Process & Reporting	Understanding the Human Resource Audit Process, Preparation of Report, And use of Report for Business purpose	Understanding HR Audit Process and Reporting Methods and usage	Assignment
8	Human Resource Accounting	Definition of Human resource accounting, HRA – concepts, methods and applications, Human Resource accounting vs. Other Accounting, Human Resource Costs – the Monetary Value Approach, Non-Monetary value, Based Approaches, Investment in employees -- Human resource Development	Human Resource Accounting Introduction, Concepts, Methods, Applications	



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9	Human Resource Accounting System	Developing Human Resource Accounting System, Implementation of Human resource Accounting system, Integration with other accounting system	Understanding Human Resource Accounting System	Case Study
10	HR Score card	HR Score Card, constituents of HR Scorecard b. HR score card as an instrument in HR Audit	Understanding HR Score card	
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2. Practical Approach : Other activities (Atleast 4 distinct activities)

Sr. No.	Activity Name	Topic Coverd	Learning outcomes	Source
1	Role Play	<u>Employment Tests</u>		
2	Industry Visit			
3	Academic Projects	<u>HRM</u>		
4	Book Review			
5	Group Discussion	<u>Audit</u>		
6	Business Quiz / Business News sharing			
7	Videos / Simulation	<u>HR Accounting</u>		
8	Use of Softwares and Labs			
9	Any other activity			



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Evaluation:

I) Internal:

Component	Details	Marks
Class Test	Class Test on HRP	20
Presentation	HRP & HR Audit	20
Case Study		
Participation	Class participation, Discussion, assignments	10
Others		

Signature of Faculty

Signature of the Co-ordinator