

MBA: Semester-III**Paper MGTM-301H: HUMAN RESOURCE PLANNING & DEVELOPMENT****Duration: 3Hrs.****Marks: 100****Credits: 4****Objective**

This paper has been designed keeping in mind the current need of organizations. Human resource planning and management has become a bigger challenge for organization due to growing globalization and emerging new trends specially because of changing environment. This paper addresses all those challenges and suggests ways to handle them efficiently.

The objective of this paper is to develop a conceptual as well as a practical understanding of Human Resource Planning and Development in organizations. It includes almost every basic aspect of human resource management orientation.

Curriculum**Unit-I**

Overview of Human Resources, Historical evolution, Integrated HR function, Corporate and HR environment, Strategic environment, Strategic Management

Unit-II

HR planning at Enterprise level, Need for systematic planning, Planning process, Operating Environment- Internal & External, Job description, Models & techniques of Manpower demand and Supply forecasting. Retention-Redeployment and Exit strategies

Unit-III

Career management-Recruitment and Selection, Employee Induction Programme, Employee training, Training needs & objective setting, Methods of training, Development & Development needs, Human Resource Development, Development process

Unit-IV

Performance planning – Performance appraisal, Measures of appraisal, System components appraisal methods, Ethics of appraisal, Problems & issues

Unit-V

Human Resource Information System- Concept, Objectives of HRIS, Types of information, Sources of Information, Method of Data collection, Procedure of maintaining HRIS at Micro & Macro level

Recommended Book

- Praveen Durai (2010), Human Resource Management, Pearson Education, South Asia

Reference Books

- John Storey, Graeme Salaman, Christopher Mabey(1998): Strategic Human Resource Management: A Reader, SAGE Publications, 1998
- Christopher Mabey, Rosemary Thomson (2011): Developing Human Resources, Routledge, Taylor and francis group, New York, USA.
- Dessler & Varkkey, (2010): Human Resource Management 11e, India, Prentice Hall
- Richard D. Johnson, Michael J. Kavanagh, Mohan Thite (2011): Human Resource Information System 2e, SAGE Publications, 2011.

MBA: Semester-III
Paper MGTM-302H: COMPENSATION MANAGEMENT

Duration: 3Hrs.**Marks: 100****Credits: 4****Objective**

Compensation management has undergone a big change. Remuneration system now-a-days is framed in such a way that it serves the purpose for all types of employees. For example we have different pay system for sales person, scientist, upper management personnel and so on. This curriculum addresses those all problems and give a clear understanding of emerging trends in compensation management.

The course is designed to promote understanding of issues related to the compensation or rewarding human resources in the corporate sector, public services and other forms of organizations and to impart skills in designing, analyzing and restructuring reward management systems, policies and strategies.

Curriculum**Unit-I**

Job Evaluation - Definition - Techniques. Role of compensation in organization: economic and behavioural theories related to compensation; strategic perspectives of compensation; compensation as motivational tool.

Unit-II

Compensation - classification – types, incentives - fringe benefits- principles, Non-monetary benefits, Importance of remuneration system, factors influencing Employee remuneration – External factor, Internal factors, Challenges of Remuneration.

Unit-III

Theories of wages-Wage structure-Wage fixation- Wage payment-Salary administration.

Unit-IV

Rewards for sales personnel – Pay-commission-pay & commission-performance based pay system-incentives-Executive compensation plan and packages.

Unit-V

Wage Boards-Pay commissions-Compensation management in Multinational Organizations.

Recommended Book

- K. Aswathappa, (2009): Human Resource Management- Text & Cases 5e, India, McGraw Hill.

Reference Books

- Richard I. Hinderson(2006), Compensation Management in a Knowledge - based World 10e, India, Pearson prentice Hall.
- Peter T. Chingos(2002), Paying for Performance: A Guide to Compensation Management 2e, John Wiley & Sons Inc., New York.
- S.S. UPADHYAY(2009), COMPENSATION MANAGEMENT: Rewarding Performance, Global India Publications Pvt. Ltd., New Delhi.
- B.D. Singh (2009), Compensation and reward management, Excel books.

MBA: Semester-III**Paper MGTM-303H: MANAGEMENT TRAINING & DEVELOPMENT****Duration: 3Hrs.****Marks: 100****Credits: 4****Objective**

Training and development is one of the key areas where rapid changes have been observed. Introduction of new technology in the market has made it compulsory for managers to train their employee for the survival of the enterprise. Secondly, training makes an employee efficient and effective resulting in better job satisfaction and increased overall production of the company which ultimately leads to profitability.

This paper has been designed, keeping in view the needs of the organizations. Successful managerial performance depends on the individual's ability to observe, interpret the issues and modify his approach and behavior. All organizations need to pay adequate attention to equip their employees. Rapid progress in technology has changed not only in the physical facilities but also in the abstract qualities required of the men who are using them. This paper will attempt to orient the students to tailor themselves to meet the specific needs of the organizations in training and development activities.

Curriculum**Unit-I**

Training: Introduction - Conceptual framework of training - approaches on training – Difference between Training and Development - Training and applied psychology - principles of training - Learning and skills acquisition - Transfer and retention of skills.

Unit-II

Need for Training - Methods of Identification of Training needs - Training policy - Planning and organizing the training programmes - Methods of Training - – on the job training – off the job training – choosing optimum method – the lecture –panel discussion – behaviour modeling – interactive demonstrations – brain storming – case studies, incident process, in-baskets, team tasks, agenda setting, role plays, simulations, business games, critical incidents, grouping methods, transactional analysis, exception analysis.

Unit-III

Management Development (MD) and Organisational Development (OD) - Difference between MD and OD - Aims and objectives of MD and OD - Methods of MD -OD interventions – Succession Planning and Career development.

Unit-IV

Evaluation of training-need for evaluation, Principles of evaluation, Criterion and Approaches: Return on investment in training, Process of calculating ROI in training; emerging trends in training and development; New perspectives on training- Cross culture training.

Unit-V

Technology in training: CBT, Multimedia training, e-learning/Online learning, Distance learning

Recommended Book

- B.L. Gupta(2011), Management Training and Development, Vrinda Publication, New Delhi.

Reference Books

- Alan M. Saks, Robert R. Haccoun (2010): Managing Performance Through Training and Development, 5e, Nelson Education ltd. USA.
- Craig Eric Schneier, Craig J. Russell (1994): The Training and Development Sourcebook 2e, Human Resource Development Press Inc, USA.
- Wendell L. French, Cecil. H. Bell (2008): Organization Development, 6/e, India, Pearson Prentice Hall.
- Donald L. Anderson (2012): Organization Development: The Process of Leading Organizational Change, 2e, sage publication Inc.