

**SARDAR PATEL UNIVERSITY**  
**Programme: MHRM**  
**Semester: III**  
**Syllabus with effect from: June 2016**

<b>Paper Code:</b> PA03EHRM17	<b>Total Credits: 3</b>
<b>Title Of Paper:</b> Human Resource Planning	

Unit	Description in detail	Weightage (%)
	<b>Learner Objectives</b> <ol style="list-style-type: none"> <li>1. To develop an understanding of how to effectively plan work force</li> <li>2. To understand how to carry out Human resource planning related responsibilities</li> <li>3. To become conversant with latest trends as well as the basics of the theory of human resource planning</li> </ol>	
<b>1</b>	<b>Basics Of Human Resource Planning And Strategic Planning</b> <ul style="list-style-type: none"> <li>• Introduction to HRP-Meaning Nature and importance</li> <li>• Factors affecting Human Resource Planning</li> <li>• Process of Human resource Planning</li> <li>• Methods of Human Resource Demand forecast and Human Resource Supply forecast</li> <li>• Barriers to Human Resource Planning</li> <li>• Strategic Planning- Meaning, Importance and Process</li> </ul>	<b>20%</b>
<b>2</b>	<b>Approaches To Analysing Job</b> <ul style="list-style-type: none"> <li>• Job Analysis - Meaning , Process and Methods of collecting Job data</li> <li>• Job Design Approaches</li> <li>• Job Evaluation : Concepts and Methods</li> </ul>	<b>20 %</b>
<b>3</b>	<b>Key HR practices</b> <ul style="list-style-type: none"> <li>• Recruitment –Meaning and Process</li> <li>• Selection –Meaning and Process</li> <li>• Dislocation and Relocation of Employees</li> <li>• Orientation</li> <li>• Career and Succession Planning</li> </ul>	<b>20%</b>
<b>4</b>	<b>Intellectual capital accounting</b> <ul style="list-style-type: none"> <li>• Human Resource Information System – Concept ,Need And Importance</li> <li>• Human Resource Audit – Concept ,Need And Importance</li> <li>• Human Resource Accounting – Concept ,Need And Importance</li> </ul>	<b>20 %</b>
<b>5</b>	<b>Case studies on</b> <ul style="list-style-type: none"> <li>• Human Resource Planning and Strategic Planning</li> </ul>	<b>20%</b>

**Basic Text & Reference Books:**

1. Strategic Planning- Formulation of Corporate Strategy, text and cases, the Indian context - V.S.RAMASWAMY and S NAMAKUMARI-1999
2. Edwin Flippo, Personnel Management, 1997
3. C. B. Mamoria and Gankar, Personnel Management, 1995
4. K. Ashwathappa. Human Resources Management and Personnel Management, 2007
5. VSP Rao, HRM Practises, 2000



6. Rao, T.V. , Readings in HRD Oxford and IBH Publications, 2003

