COURSE NAME: - MANAGEMENT OF HUMAN RESOURCE
ONLINE COURSE OF SWAYAM
ACADEMIC YEAR 2020-21

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ashwinikakade27@gmail.com

Course outline

Week 1 ()

- Video Lecture: Introduction (unit?unit=1&lesson=3)
- Video Lecture: The Changing Social Context and Emerging Issues (Part 1) (unit?unit=1&lesson=4)
- Video Lecture: The Changing Social Context and Emerging Issues (Part 2) (unit?unit=1&lesson=5)
- Unit 1: The Changing Social Context and Emerging Issues (unit?unit=1&lesson=2)
- Quiz: Check Your Progress (assessment?name=7)
- Quiz: Fill in the blanks (assessment?name=8)

Week 2 ()

- Video Lecture: Introduction of Week 2 (unit?unit=6&lesson=12)
- Video Lecture:The Concept and Functions of Human Resource Management (unit?unit=6&lesson=9)
- Video Lecture:The Concept and Functions of Human Resource Management (Part 2) (unit?unit=6&lesson=10)

MS 2: Management of Human Resources

Be it Human resources or management of Human Resource both are equally important in any organization. HRM encompasses the management of people in organizations from a macro perspective i.e. managing people in the form of a collective relationship between management and employees. It is also a strategic function of the management where in HR policies are formulated in alignment with the strategic goals of the organisation. Human Resource Management links people-related activities to business strategy. The course develops a critical understanding of the role and functions of various human resource activities in an organisation. It provides learners with a comprehensive review of key HRM concepts, techniques and issues.

This course shall cover the four major operative functions of HRM: Staffing Management, Compensation Management, Human Resource Development, Employee Relations and Employment Relations.

Learning Outcomes

On completion of the course you will be able to:

1. Appreciate the importance of HRM as a field of study and as a central management function;
2. Explain the meaning and concept of HRM;
3. Describe all the HR functions; and
4. Apply the principles and methods of HRM gained through this course for managing human resources at the workplaces.

- Unit-2 The Concept and Functions of Human Resource Management (unit?unit=6&lesson=11)
- Quiz: Week 2 (assessment?name=19)

Week 3 ()

- Video Lecture: Introduction of week 3 (unit?unit=13&lesson=14)
- Video Lecture: Structuring Human Resource Management (Part-I) (unit?unit=13&lesson=15)
- Video Lecture: Structuring Human Resource Management (Part-II) (unit?unit=13&lesson=16)
- Video Lecture: Structuring Human Resource Management (Part-III) (unit?unit=13&lesson=17)
- Unit-3 Structuring Human Resource Management (unit?unit=13&lesson=18)
- Quiz: Week 3 Check your progress (assessment?name=25)

Week 4 ()

- Video Lecture: Introduction of week 4 (unit?unit=20&lesson=22)
- Video Lecture: Job Analysis (unit?unit=20&lesson=23)
- Video Lecture: Methods of Job Analysis (unit?unit=20&lesson=24)
- Unit-4: Job Analysis and Job Design (Part 1) (unit?unit=20&lesson=21)
- Quiz: Week 4 Check your progress (assessment?name=26)

Week 5 ()

- Video Lecture: Introduction of week 5 (unit?unit=27&lesson=28)
- Video Lecture: Job Design (Part 1) (unit?



Dr. Nayantara Padhi

Indira Gandhi National Open University

Dr. Nayantara Padhi is a Professor of Management in the Indira Gandhi National Open University, New Delhi. She has around seventeen years of experience in teaching and research.

Her area of specialisations include: Human resource Management, Total Quality Management & Open and Distance Learning.

http://ignou.ac.in/userfiles/Prof_%20Nayantara%20Padhi.pdf (http://ignou.ac.in/userfiles/Prof_%20Nayantara%20Padhi.pdf)

COURSE TYPE

Core

COURSE LEVEL

Postgraduate

COURSE LAYOUT

SYLLABUS

Week	Topic
Week 1	Unit-1 The Changing Social Context and Emerging Issues
Week 2	Unit-2 The Concept and Functions of Human Resource Management
Week 3	Unit-3 Structuring Human Resource Management
Week 4	Unit-4 Job Analysis and Job Design (Part 1)
Week 5	Unit-4 Job Analysis and Job Design (Part 2)
Week 6	Unit-5 Human Resource Planning
Week 7	Unit-6 Attracting the Talent: Recruitment, Selection ,Outsourcing

unit=27&lesson=29)
- Video Lecture: Job Design (Part 2) (unit?unit=27&lesson=30)
- Unit-4: Job Analysis and Job Design (Part 2) (unit?unit=27&lesson=31)
- Quiz: Week 5 (assessment?name=32)

Week 6 ()

- Video Lecture: Introduction of week 6 (unit?unit=33&lesson=36)
- Video Lecture: Human Resource Planning (Part-1) (unit?unit=33&lesson=38)
- Video Lecture: Human Resource Planning (Part-2) (unit?unit=33&lesson=34)
- Video Lecture: Human Resource Planning (Part-3) (unit?unit=33&lesson=35)
- Unit-5 Human Resource Planning (unit?unit=33&lesson=37)
- Quiz: Week 6 Check your progress (assessment?name=39)

Week 7 ()

- Video Lecture: Introduction of week 7 (unit?unit=40&lesson=44)
- Video Lecture: Talent Acquisation (unit?unit=40&lesson=45)
- Video Lecture: Selection (unit?unit=40&lesson=43)
- Video Lecture: Recruitment (unit?unit=40&lesson=42)
- Unit-6: Attracting the Talent: Recruitment, Selection ,Outsourcing (unit?unit=40&lesson=41)
- Quiz: Week 7 Check your progress (assessment?name=51)

Week 8 ()

- Video Lecture: Introduction of week 8

Week 8	**Unit-6 Attracting the Talent: Recruitment, Selection ,Outsourcing (Part 1)**
	Unit-7 Socialisation, Mobility and Separation (Part 1)
Week 9	**Unit-7 Socialisation, Mobility and Separation (Part 2)**
	Unit-8 Competency Mapping
Week 10	**Unit-9 Performance Planning and Review**
	Unit-10 Potential Appraisal, Assessment Centres and Career and Succession Planning
Week 11	**Unit-11 HR Measurement and Audit**
	Unit-12 Human Resource Development System
	Unit-13 Training
Week 12	**Unit-14 Mentoring and Performance Coaching**
	Unit-15 Building Roles and Teams
	Unit-16 Laws Covering Wages, Welfare and Benefits
Week 13	**Unit-17 Compensation Strategy, Structure, Composition**
	Unit-18 Reward Management (Part 1)
Week 14	**Unit-18 Reward Management (Part 2)**
	Unit-19 Regulatory Mechanisms in Industrial Relations
	Unit-20 Dealing with Unions and Associations (Part 1)
Week 15	**Unit-20 Dealing with Unions and Associations (Part 2)**
	Unit-21 Industrial Democracy (Part 1)
Week 16	**Unit-21 Industrial Democracy (Part 2)**
	Unit-22 Grievance Handling and Discipline

BOOKS AND REFERENCES

1. IGNOU Self Learning Materials :
   MS2 Management of Human Resources
   URL: http://egyankosh.ac.in/handle/123456789/3808
   (http://egyankosh.ac.in/handle/123456789/3808)
   QR Code:

2. Human Resource Management - Open text Book by Open University of Hong Kong
   URL:
   http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_320
   (http://www.opentextbooks.org.hk/system/files/export/32/32088/pdf/Human_Resource_Management_32
   QR Code:

(unit?
unit=46&lesson=47)

- Video Lecture: Recruitment and Selection current trends (unit? unit=46&lesson=48)
- Video Lecture: Placement and Induction (unit? unit=46&lesson=49)
- Video Lecture: Organizational Socialization (unit? unit=46&lesson=50)
- Unit 7: Socialisation, Mobility and Separation (Part 1) (unit? unit=46&lesson=52)
- Quiz: Week 8 Check your progress (assessment?name=60)

Week 9 ()

- Video Lecture: An outlook of week 9 (unit? unit=53&lesson=54)
- Video Lecture: Competency Mapping I (unit? unit=53&lesson=55)
- Video Lecture: Competency Mapping II (unit? unit=53&lesson=56)
- Video Lecture: Mobility and seperation (unit? unit=53&lesson=57)
- Video Lecture: Strategic HRM (unit? unit=53&lesson=58)
- Unit 7: Socialisation, Mobility and Separation (Part 2) (unit? unit=53&lesson=59)
- Unit-8: Competency Mapping (unit? unit=53&lesson=63)
- Quiz: Week 9 Check your progress (assessment?name=61)

Week 10 ()

- Video Lecture: Performance Planning and Review (Part I) (unit? unit=62&lesson=66)
- Video Lecture: Video Lecture: Performance Planning and Review

3. Human Resource Management (2nd Edition) by P Jyothi, Oxford University Press.
4. Human Resource Management (14th Edition) by Gary Dessler & Biju Varkkey, Pearson Publishers.
5. Human Resource Management by C B Gupta, Sultan Chand & sons.

CERTIFICATE

Pune District Education Association's
MAHATMA PHULE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
(Affiliated to Savitribai Phule Pune University, Recognised by D.T.E. Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi)
Annasaheb Magar College Campus, Manjari Road, Hadapsar, Pune-411 028.
Tel. : (020) 26993020, 26992611 E-mail : directorpdeampim@gmail.com Web : pdeampim.edu.in
PUN Code - IMMP010720 DTE Code - MB6107 AISHE Code : C - 41697

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STUDENTS ENROLMENT LIST



Pune District Education Association's
MAHATMA PHULE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
(Affiliated to Savitribai Phule Pune University, Recognised by D.T.E. Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi)
Annasaheb Magar College Campus, Manjari Road, Hadapsar, Pune-411 028.
Tel. : (020) 26993020, 26992611 E-mail : directorpdeampim@gmail.com Web : pdeampim.edu.in
PUN Code - IMMP010720 DTE Code - MB6107 AISHE Code : C - 41697

PUNE DISTRICT EDUCATION ASSOCIATION'S
MAHATMA PHULE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
HADAPSAR PUNE- 28
ADD ON COURSES ENROLMENT – MANAGEMENT OF HUMAN RESOURCE

MBA I 2020-21

Sr. NO	Student Name	Course Name	Signature
1	PRANALI THORAT	MANAGEMENT OF HUMAN RESOURCE	
2	SHIVAJI WARGADE	MANAGEMENT OF HUMAN RESOURCE	
3	PRACHI WADGULE	MANAGEMENT OF HUMAN RESOURCE	
4	NEHA BHASME	MANAGEMENT OF HUMAN RESOURCE	
5	RENUKA DEWANGAN	MANAGEMENT OF HUMAN RESOURCE	
6	TANUJA KOTE	MANAGEMENT OF HUMAN RESOURCE	
7	RUPALI JAGTAP	MANAGEMENT OF HUMAN RESOURCE	
8	RUCHI TAGADE	MANAGEMENT OF HUMAN RESOURCE	

Mahatma Phule Institute Hadapsar, Pune-28

S S Bharadwaj
I/C DIRECTOR
Mahatma Phule Institute of Mgmt & C.S
Hadapsar,Pune-28

Mahatma Phule Institute Hadapsar, Pune-28