

COURSE NAME: - MANAGEMENT OF HUMAN RESOURCE

ONLINE COURSE OF SWAYAM

ACADEMIC YEAR 2020-21

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(<https://swayam.gov.in>)



(https://swayam.gov.in/nc_details/IGNOU)

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IGNOU (<https://swayam.gov.in/explorer?ncCode=IGNOU>) » MS 2: Management of Human Resources (course)



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

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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 Acquisition (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_321)
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 separation (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)



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AISHE Code : C - 41697

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ACADEMIC YEAR 2020-21

STUDENTS ENROLMENT LIST

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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	Thorat P.
2	SHIVAJI WARGADE	MANAGEMENT OF HUMAN RESOURCE	Shivaji
3	PRACHI WADGULE	MANAGEMENT OF HUMAN RESOURCE	Prachi
4	NEHA BHASME	MANAGEMENT OF HUMAN RESOURCE	Bhasme
5	RENUKA DEWANGAN	MANAGEMENT OF HUMAN RESOURCE	Renuka
6	TANUJA KOTE	MANAGEMENT OF HUMAN RESOURCE	Kote
7	RUPALI JAGTAP	MANAGEMENT OF HUMAN RESOURCE	Rupali
8	RUCHI TAGADE	MANAGEMENT OF HUMAN RESOURCE	Ruchi



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