

HUMAN RESOURCE PLANNING

Module-I: Human Resource Planning: Concept and Objectives of HRP, Types of HR plan, Factors affecting HRP, Approaches-Social Demand Approach, Rate of Return Approach and Manpower Requirement Approach, Evolution and growth of HRP, Qualitative and Quantitative Dimensions of HRP, Labour Market Behaviour and its impact on HRP. Human Resource Information System: Concept, Objectives of HRIS, Types of information, sources of information, Method of data collection, Procedure of maintaining HRIS at macro and micro level.

Module II: Human Resource Planning Process: Forecast and Projection, types of HR forecasts, Methods of HR demand forecasting at macro and micro level. Supply forecasting- Wastage analysis, Age population balance, Pattern of internal movements of employees in the organization.

Module III: Career planning Succession Planning: concept, objectives and process, Career planning and development, Stages of career, Early Career and Mid-career crises and its management. Human Resources Audit: Scope, Characteristics and Process of HR audit, Human Resource Accounting.

Recommended Books:

1. Human Resource Planning, Bhattacharya - EB
2. Strategic Human Resource Planning, Vivekparanjpe, Allied
3. Human Resource Planning and Audit, ArunSekhri - HPH
4. Strategic Human Resource Planning, Belcourt and Mc Bey - Cengage
5. Recruitment Management, Rashmi, T.K. - HPH
6. Strategic Staffing, Phillips, Gully - Pearson