**Paper Name: HRM 201- Human Resource Planning**

1. **Basics in HR Planning** – Macro Level Scenario of HRP, Concepts and Process of HRP, Considerations – Technology, Finance, Product Demand**. [4 L]**
2. **Methods and Techniques** – Demand Forecasting : Managerial Estimates, Trend Analysis, Utilization Analysis :Work Study, Job Analysis, Supply Forecasting : Inventory Analysis, Wastage Analysis, Markov Analysis, Balancing Supply & Demand, Issues of Shortage and Surplus. **[10 L]**
3. **Human Resource Information System (HRIS)** - Concept and Procedures **[4 L]**
4. **Strategic HRP** – Planning, Tools and Evaluation **[2L]**
5. **Job Analysis & Job Evaluation** – Job Analysis - Concepts, Process, Job Description, Job Specification, Uses, Limitations; Job Evaluations – Concepts, Methods, Limitations **[6 L]**
6. **Measurements of HR Planning** – HR Audit, HR Accounting **[4 L]**
7. **HR Plan – Implementation Strategies** – Recruitment, Redeployment, Redundancy, Retention, Productivity Plan, Training Plan, Career Plan, Succession Plan, Compensation Plan. **[6 L]**
8. **Case Studies on HR Planning [4L]**

**References :**

1. Bennison, M. & Casson, J.: *The Manpower Planning Handbook, McGraw Hill*.
2. Bell, D. J.: *Planning Corporate Manpower, Longman*.
3. Bohlander, G., Snell, S., Shermen, A.: *Managing Human Resources*, Thomson.
4. Mellow, Jeffrey A. : *Strategic Human Resource Management*, Thomson
5. Pettman, B. O. & Taverneir, G.: *Manpower Planning Workbook*, Gower.
6. Walker, J. W.: *Human Resource Planning*, McGraw Hill.
7. ILO : *Job Evaluation*

**Paper Name: HRM 202- Compensation Management & Welfare Related Laws**

1**. Compensation** (5L)

Concept, objectives, dimensions, role and structure of contemporary managerial compensation. Economic and Behavioral Issues in Compensation. Framework of Compensation Policy (Macro and Micro).Divergent Perspectives of Management and Labour. Compensation in Knowledge-based economy.

2. **Compensation/Wage Structure (**8L)

Pay Packet Composition (Basic Wage, DA, Incentive, Statutory Bonus, Allowances, Fringe Benefits and Social Security). Modern Trends of Pay Packets. Pay Commissions & Wage Boards. Job Evaluation and Internal Equity, its linkage with wage. External Equity and Pay Surveys.

3. **Compensation Strategies** (6L)

Aligning Compensation with Corporate Strategy. Competency based Compensation. Compensation and Performance expectations. Basic principles governing successful compensation strategy-Indian Cases. Compensation as a retention strategy. Executive compensation.Variable Pay.

4. **Reward based Compensation Management** (6L)

Introduction, Forms and Choice of Performance linked Reward System. Designing such a system. Integrated Incentive Scheme - A Review. Incentives for Blue and White Collars. Stock options. Allowances and Benefits. Benefit Options; Legally required benefits, Retirement and Saving Plan Payments.

5. **Emerging Issues (8L)**

Tax Planning and Tax Avoidance. FBT, Tax Planning for Employee Compensation. Comparative International Compensation. Future Trends in Compensation and Reward Management.

6. **Compensation and related laws (7L)**

a) Equal Remuneration Act, 1976

b) Minimum Wages Act, 1948

c) Payment of Wages Act, 1936

d) Payment of Bonus Act, 1965

e) Payment of Gratuity Act (6L)

f) EPF and Miscellaneous Provisions Act, 1952

**References:**

1. Bhatia: New Compensation Management in Changing Environment.
2. Henderson: Compensation Management in a Knowledge-based World
3. Milkovich &Newman: Compensation Management
4. Belchar: Wage & Salary Administration
5. Gupta: Managerial and Executive Remuneration in India
6. Sarma: Understanding Wage System
7. Alka Gupta: Wage and Salary Administration in India.