Approved by the BOS in Bachelor of Commerce (Management Studies) on 16-11-2024 Item no. 04.

As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: - HR Planning and Information Systems

Programme: Bachelor of Management Studies Semester -V

Syllabus for 4 Credits
Course from the Academic Year – 2025-2026
Name of the Course: HR Planning and Information Systems

Sr. No.	Heading	Particulars
1	**Description the course :**	Human Resource Planning (HRP) and Human Resource Information Systems (HRIS) are related to the management of an organization's employees and their information.
2	**Vertical :**	Major
3	**Type :**	Theory
4	**Credit:**	4 credits
5	**Hours Allotted :**	60 Hours
6	**Marks Allotted:**	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
7	**Course Objectives**: 1.To understand the concept of Human Resource Planning 2.To discern the concept of Job Analysis, Recruitment and Selection. 3.To perceive Aspects of HRP and Evaluation. 4.To know Human Resource Information Systems.	
8	**Course Outcomes**: 1.Learners will be able to understand the concept of Human Resource Planning. 2.Learners will be able to discern the concept of Job Analysis, Recruitment and Selection. 3.Learners will be able to perceive the Aspects of HRP and Evaluation. 4.Learners will be able to know the Human Resource Information Systems.	

9	**Modules**

Module 1:   Overview of Human Resource Planning (HRP)

- Human Resource Planning: Meaning, Features, Scope, Approaches, Levels of HRP, Types, Tools, Activities for HRP, Requirements for Effective HR Planning.
- Process of HRP: Steps in HRP, HR Demand Forecasting–Factors, Techniques – (Concepts Only) Managerial Judgement, Ratio Trend Analysis, Regression Analysis, Work Study Technique, Delphi Technique. HR Supply Forecasting– Factors, Techniques – (Concepts Only) Skills Inventories, Succession Plans, Replacement Charts, Staffing Tables.
- Barriers in Effective Implementation of HRP and Ways to Overcome Them.
- Strategic Human Resource Planning: Meaning and Objectives.
- Link between Strategic Planning and HRP through Technology.
- HR Policy: Meaning, Importance.
- HR Programme: Meaning and Contents.

Module 2:   Job Analysis, Recruitment and Selection

- Job Analysis: Meaning, Features, Advantages.
- Job Design: Concept, Issues.
- Job Redesign: Meaning, Process, Benefits.
- Matching Human Resource Requirement and Availability through: Retention – Meaning, Strategies, Resourcing – Meaning, Types. Flexibility – Flexible work practices, Downsizing – Meaning, Reasons, Layoff – Meaning, Reasons.
- Recruitment: Meaning and Factors affecting Recruitment, Ethical Issues in Recruitment and Selection.
- Employee Selection Tests: Meaning, Advantages and Limitations.
- Human Resource Audit: Meaning, Need, Objectives, Process, Areas.

Module 3:   HRP Practitioner, Aspects of HRP and Evaluation

- HRP Practitioner: Meaning, Role.
- HRP Management Process: Establish HRP Department, Goals and Objectives, Creating HRP Department Structure, Staffing the HRP Department, Issuing Orders, Resolving Conflicts, Communicating, Planning for   Needed Resources, Dealing with Power and Politics -Meaning and Types of
Power HRP as Tool to Enhance Organisational Productivity.
- Impact of Globalisation on HRP.
- Aspects of HRP: Performance Management, Career Management, Management Training and Development, Multi Skill Development.
- Return on Investment in HRP: Meaning and Importance.
- HRP Evaluation: Meaning, Need, Process, Issues to be considered during HRP Evaluation. Selected Strategic Options and HRP Implications: Restructuring and its Impact on HRP, Mergers and Acquisitions and its Impact on HRP, Outsourcing and its Impact on HRP

Module 4:   Human Resource Information Systems

Human Resource Information Systems:
- Data Information Needs for HR Manager: Contents and Usage of Data.
- HRIS: Meaning, Features, Evolution, Objectives, Essentials, Components, Functions, Steps in designing of HRIS, HRIS Subsystems, Mechanisms of HRIS, Benefits, Limitations
- Barriers in Effective Implementation of HRIS.
- Security Issues in Human Resource Information Systems.
- HRIS for HRP.
- Trends in HRIS

10	**Reference Books:**

- Dessler, Gary. Human Resource Management. Latest ed., Pearson, 2020.

- Mello, Jeffrey A. Strategic Human Resource Management. 5th ed., Cengage Learning, 2021.

- Kavanagh, Michael J., and Mohan Thite. Human Resource Information Systems: Basics, Applications, and Future Directions. 4th ed., Sage Publications, 2017.

- Smith, Tracey, Michael J. Kavanagh, and Mohan Thite. HR Analytics Handbook: Using Analytics for HR Planning and Strategy. Riverwood Associates, 2021.

- Beardwell, Ian, Len Holden, and Tim Claydon. Human Resource Management: A Contemporary Approach. 5th ed., Prentice Hall, 2004.

- Snell, Scott A., and George W. Bohlander. Managing Human Resources. 17th ed., Cengage Learning, 2018.

- Collins, Alan. The New HR Leader's First 100 Days: How To Start Strong, Hit The Ground Running & ACHIEVE SUCCESS FASTER As A New HR Manager, Director or VP. Success in HR, 2014.

Evaluation Pattern

Continuous Evaluation: 40%
Semester End Examination: 60%

	Total Marks
Assignment/Project Work/Presentation/Case Study	30
Online MCQ Objective Test	10
Total	40

A learner must be present for each of the sub-components.

Semester End Examination Question Paper Pattern

Maximum Marks: 60   Duration: 2 Hours

All Questions are Compulsory Carrying 15 Marks each.

Q. No.	Particular	Marks
Q-1	**Attempt any Two of the following: (Module – 1)** A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
Q-2	**Attempt any Two of the following: (Module – 2)** A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
Q-3	**Attempt any Two of the following: (Module – 3)** A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**
Q-4	**Attempt any Two of the following: (Module – 4)** A. Full Length Question B. Full Length Question C. Full Length Question	**15 Marks**

Signature of Team Members

Sr. No.	Name	Signature
1	Dr. Sadhana Venkatesh	
2	Ms. Shalini Clayton	
3	Ms. Ashiyana Shaikh	