

Name of Faculty	:	Faculty of Commerce and Management
Name of Program	:	Master of Business Administration with Industry Collaboration
Course Code	:	2MBI01
Course Title	:	Manpower Planning, Talent Acquisition & Maintenance
Type of Course	:	Professional Core (PC)
Year of Introduction	:	2023-24

Prerequisite	:	Knowledge of Human Resources Management, Organizational Behaviour, Recruitment and Selection, Performance Management, and Training and Development.
Course Objective	:	To enable students to learn how to forecast and analyze workforce requirements, develop skills in recruitment and selection, and understand legal and ethical considerations in talent acquisition and maintenance. Students will be able to develop critical thinking skills for analyzing and evaluating HR policies and practices. The course will help learners to present HR solutions and recommendations with properly framed strategies for retaining and developing talent within an organization.
Course Outcomes	:	At the end of this course, students will be able to:
	CO1	State a comprehensive understanding of the importance of manpower planning, talent acquisition, and maintenance in organizational success.
	CO2	Describe analytical and critical thinking skills for forecasting and analyzing workforce requirements.
	CO3	Implement skills in recruitment and selection for identifying and hiring the right talent.
	CO4	Examine the strategies for retaining and developing talent within an organization.
	CO5	Evaluate the role of employee engagement, development, and motivation in talent acquisition and maintenance.
	CO6	Create HR solutions and recommendations within the organization, to enhance communication for presenting.

Teaching and Examination Scheme

Teaching Scheme (Contact Hours)			Credits	Examination Marks				
L	T	P		Theory Marks		Practical Marks		Total Marks
			C	SEE	CIA	SEE	CIA	
4	0	0	4	70	30	00	00	100

Legends: L-Lecture; T-Tutorial/Teacher Guided Theory Practice; P – Practical, C – Credit, SEE – Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content

Unit No.	Topics	Teaching Hours	Weightage (%)	Mapping With CO
1	Charting a Human Resource Plan (HRP)	2	3%	CO1
	Demand Forecasting (Quantitative Techniques)	3	4%	CO1
	GAP Analysis	2	3%	CO1
	Job Analysis	3	4%	CO1
	Concept of Competency	3	4%	CO1
	Competency Models	2	3%	CO2
	Competency Mapping	3	4%	CO2
2	Recruitment & Selection: Basics	2	3%	CO2
	Elemental HR	2	3%	CO2
	Entry into the realm of HR	2	3%	CO2
	Sourcing Analytics	2	3%	CO3
	Selection and Evaluation Methods	2	3%	CO3
	Recruitment vs Talent Acquisition	2	3%	CO3
3	Employee Induction	2	3%	CO3
	Contracts and Agreements	2	3%	CO3
	Communication and Confirmation	2	3%	CO4
	Report Extraction	2	3%	CO4
	Exit Formalities	2	3%	CO4
4	Statutory Compliance: ESI & PF	2	3%	CO4
	Compliance in Factories	3	4%	CO4
	Industrial Relations	3	4%	CO5
	Compensation Plan Analysis	2	3%	CO5
	Compensation System	3	4%	CO5
	Leave Management	2	3%	CO5
	Payroll Management	2	3%	CO5
5	Employee Benefits Management	4	5%	CO5
	Workplace Grievance Management	2	3%	CO6
	Employee Motivation	2	3%	CO6
	Training Need Identification	3	4%	CO6
	Instruction Design	2	3%	CO6
	Strategic Employee Development	2	3%	CO6
	Training Plan and Policy/Training Program Design	3	4%	CO6

Suggested Distribution of Theory Marks Using Bloom's Taxonomy						
Level	Remembrance	Understanding	Application	Analyse	Evaluate	Create
Weightage	10	20	20	20	10	20

NOTE: This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books

Sr. No.	Name of Reference Books
1	Cascio, W. F. (2018). Managing human resources: Productivity, quality of work life, profits. McGraw-Hill Education.
2	Collins, J. (2001). Good to great: Why some companies make the leap and others don't. HarperCollins.
3	Lawler, E. E. (2018). Talent: Making people your competitive advantage. John Wiley & Sons.

List of Journals / Periodicals / Magazines / Newspapers / Web resources, etc

Sr. No.	Name of Journals / Periodicals / Magazines / Newspapers / Web resources, etc
1	Breaugh, J. A. (2018). Employee recruitment: Current knowledge and important areas for future research. Human Resource Management Review, 28(3), 301-313.
2	Rynes, S. L., & Cable, D. M. (2018). Recruitment research in the twenty-first century. Annual Review of Organizational Psychology and Organizational Behavior, 5, 39-64.
3	Wright, P. M., & McMahan, G. C. (2018). Exploring human capital: Putting 'human' back into strategic human resource management. Human Resource Management Journal, 28(3), 267-281.