

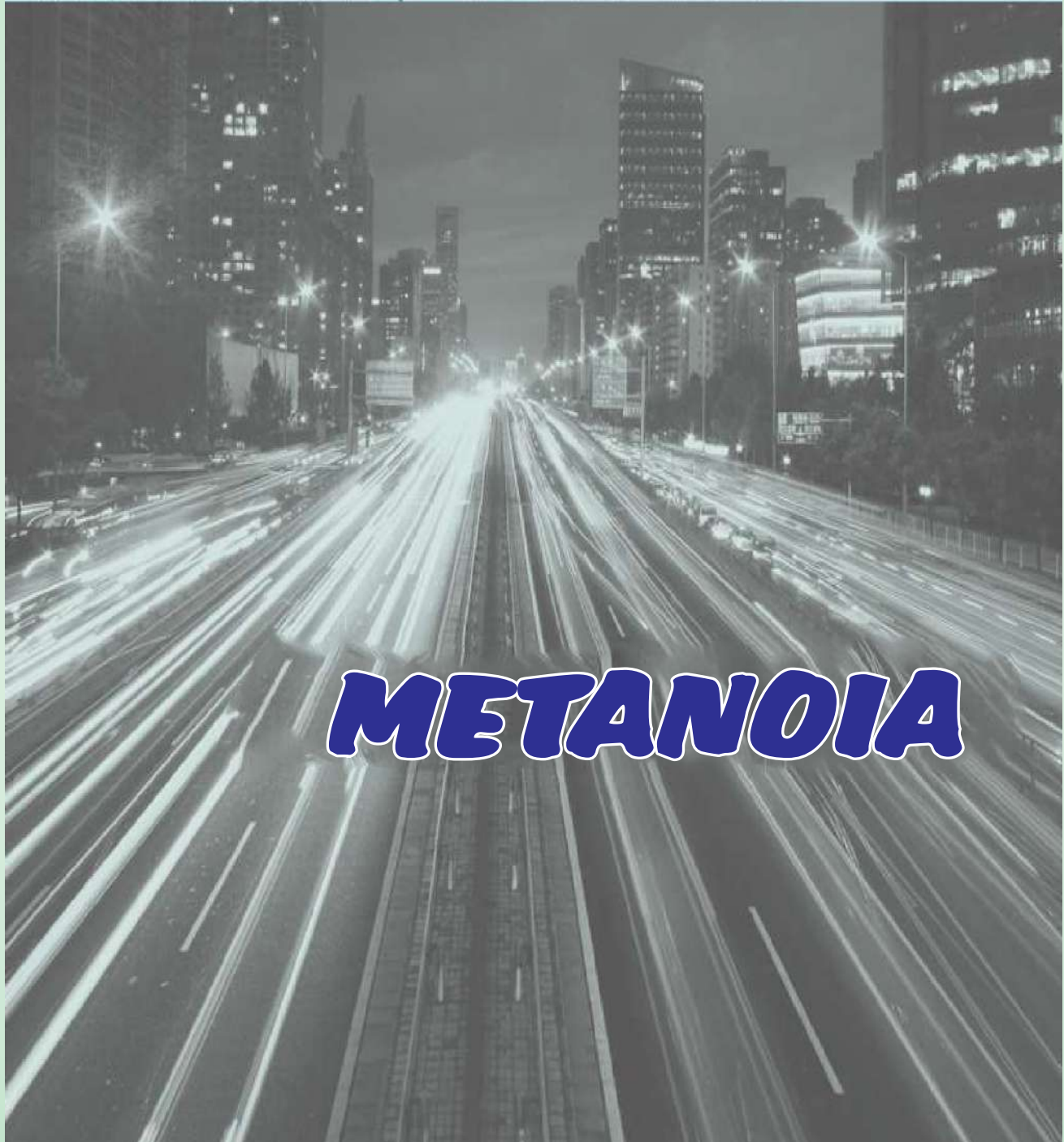


**RDIAS**

Mail ID :- hrclub@rdias.ac.in

August - December, 2019

## **Sashakt - E-Newsletter of HR Club of RDIAS**



**The journey of changing one's mind, heart, self and way of life**

*From The Director's Desk*



Prof. (Dr.) Raman Garg

Director

“Excellence is an art won by training and habituation...We are what we repeatedly do. Excellence, then, is not an act but a habit.” Aristotle

The function of HR in any organization becomes crucial. To believe in your people requires systems to be built which could overcome mistakes and strive for improvement to keep moving forward on the road ahead. The HR Club: Sashakt aims to bring HR aspiring students together to share their thoughts on “people issues” on a common platform. The club is motivated to merge and collaborate these thoughts and find new and less travelled paths.

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*From The Editor's Desk*



Incharge, HR Club

Dr. Vidhi Tyagi

Associate Professor

Dear Readers

The purpose of SASHAKT–HR Club of RDIAS is to bring the students together on a common platform where they can enhance their HR Skills through participation and involvement in various HR related activities. This edition gives a glimpse how the semester events proceeded. Starting from Greenvertising, Mock Interviews, and Personality Profiling, all events were organized with enjoyed by students. The inter–college event of Case Study competition was a success with the efforts of our student coordinators. We hope to see same enthusiasm in students in the next semester as well. Students can refer to the section of event calendar for next semester.

We hope to update you and promote your HR interest through this effort.

*About The HR Club*

The purpose of SASHAKT–HR Club of RDIAS is to bring the students together on a common platform where they can enhance their HR Skills through participation and involvement in various HR related activities. This club is constituted to assist students to learn more about Human Resource and to lead them to build their career in HR Domain. Students are encouraged to participate in corporate events where they get the exposure and opportunity to meet HR professionals.



## Internal Events

### Greevertising

**Date - August 13, 2019**

On the orientation day for the session starting 2019, Greenvertising event was organized in partnership by HR Club, Marketing Club & Social & Heritage Club.

The motive of the event was to make students aware about Green Advertising initiatives of organizations to integrate advertising goals with sustainable development.

The focus of the activity was to promote your product around the premises of environment or environmental situations.

Students would use their creativity in building ideas for green campaigns.

### Mock Interviews

**Date - September 02-04, 2019**

The Mock interviews were scheduled with the objective of helping the students to prepare better for the placement interviews they will be facing.

Apart from communication skill, it was also identified in the feedback that knowledge of the subject should also be worked up.

With the above objectives, these Mock Interviews were scheduled with all the students who had opted for HR as Major and Minor in their MBA third semester.

Approximately 90 students were scheduled to be interviewed by 7 HR specialization Faculty in the span of 6 days.

The evaluation criteria for this exercise were: Subject Knowledge, Analytical Aptitude, Communication Skills & Body Language. Students were given feedback individually on the same.

Students participated with enthusiasm and eagerly discussed their feedback with the respective faculty members.

This exercise is useful for students as it gives them a perspective on what is expected from them and how to improve on their skills.

### Personality Profiling

**Date - September 18, 2019**

The HR Club of RDIAS organized an event of Personality Profiling for the final year students of MBA & BBA.

The objective of the activity was to map the employability skills and attributes to guide them better and develop an improvement plan.

A personality profile is a knowledge management tool used to provide an evaluation of an individual's personal attributes, values and life skills in an effort to maximize his or her job performance and contribution. It is a tool that has been commonly used in;

- Recruitment
- Staff Appraisals
- Coaching and Development
- Team Development

The activity helped the students, aspiring to be HR professionals, to gain insight into this tool. It also helped the students in identifying their individual traits and attitudes which are crucial for employability.



## External Events

### INQUISITION- Inter College Case Study Competition

**16th October, 2019**

INQUISITION 2019 is an Inter-College Case study Competition that brings together students from different business schools to compete in fast-paced and challenging business environment and understand contemporary concepts of Human Resource Management. which in turn will drive the students to come up with indigenous and innovative solutions. The case selected were based on different themes.

Through this platform, we have tried to invite the brightest minds to bring out their insights at the table and propose the most efficient and innovative solutions to the firm struggling with the issue.

In total 16 teams participated in this contest. The event started with the anchors welcoming everyone and introducing the rules of the competition to all. The Judge for the event was welcomed and thanked for finding time and gracing the event with her presence All the teams came one by one on stage and presented

the cases assigned to them in advance. Students showed a lot of enthusiasm and vigour in presenting their opinions.

The Judges of the competition were Ms. Bhajneet Kaur (Assistant Professor, RDIAS) & Dr. Sunil Kumar (Assistant Professor, RDIAS).

Each team was given a time of 15-20 minutes at the end of which judges asked the questions. Themes for Case Study were

1. HR Analytics.
2. HR Metrics
3. Industrial Relations
4. Team Building
5. Conflict Management
6. HRIS
7. Leadership
8. Cases related to HR Concept

Top three teams were rewarded with cash prizes and two consolation prizes were announced.

1st Position went to students of CPJ, Jyoti & Rishabh Goel

2nd Position was awarded to Megha from DTU

3rd Position was announced for JIMS, Vasant Kunj, Vaibhav Vashisht, Dewansh Behl, & Divansh Bhambhry



## News from Human Resource World: Key Highlights

- ❖ **Ola to restructure operations & downsize staff:** As the ride hailing company prepares to go public in 18 to 20 months, it undergoes restructuring and aims to step up its governance and compliance processes. Ola will continue to focus on consolidating some functions and also evaluate how technology can be leveraged to significantly transform processes that are currently largely manual. Restructuring impacts about 4,500 people, employed by ANI Technologies, which owns and operates Ola. As the company looks to leverage technology, the jobs which are repetitive are at highest risk.
- ❖ **Companies make efforts to support employees with disabilities:** Global consulting and technology firm Accenture this year put 41-year-old Robert George on a programme whereby he is provided with mentors, targeted training and coaching to help chalk out a career path. The technical architect manager at the company, whose team of 30-35 employees works for a large international banking client, is paralysed chest down. George is one of several differently abled employees who are undergoing similar programmes at Accenture India.
- ❖ **As Alphabet chief, Pichai joins global CEO A-list:** Madurai-born, IIT Kharagpur-educated Sundar Pichai, CEO of Google, was appointed CEO of parent company Alphabet, as founders Sergey Brin and Larry Page stepped down from active roles. Pichai, winner in the Global Indian of the Year category at the 2016 Economic Times Awards for Corporate Excellence, said he was excited about Alphabet's long-term focus on tackling big challenges through technology. "Thanks to Larry & Sergey, we have a timeless mission, enduring values and a culture of collaboration & exploration — a strong foundation we'll continue to build on," he wrote on his twitter handle.
- ❖ **Former SAP India MD joins Deutsche Bank:** Dilipkumar Khandelwal, former managing director, SAP Labs India, has joined Deutsche Bank as the head of its technology centres. The German bank said Khandelwal would oversee the development of the bank's technology centres globally to create "one, consistent strategy while continuing to work with our businesses on developing technology to improve the client experience". He will also become the Head of Technology, Data and Innovation for Asia Pacific and Chief Information Officer for Human Resources, Legal and Communications for the bank.
- ❖ **Delays in salary payment in the public sector unit is expected to continue till January or February:** The funds for the salary payment are from internal accruals as well as payments that have come from the Department of Telecommunications (DoT), as mentioned in a report in Hindu Business Line. the priority for BSNL is to now complete the payment – statutory payments, life insurance and pension of staff who opted for Voluntary Retirement Scheme by January 31.
- ❖ **Women replace men as HR heads in 60% companies:** A specialist staffing firm mapped 200 movements of women HR officers over the last few years and found that they had replaced a male incumbent as an HR head in over 60% cases. This indicates stronger action by companies to meet their diversity and inclusion (D&I) requirements, especially at leadership levels, albeit through the HR department.
- ❖ **Companies recruit LGBT+, but right talent rare:** organisations like RBS India, Accenture and IBM have launched exclusive internship programmes for transgender candidates with the objective of introducing them to corporate culture. Not everyone in the community have completed graduation and are currently employed in non-allied fields like theatre, and bakery that too at junior levels.
- ❖ **TCS becomes first Tata entity to extend medical cover benefits to LGBT employees:** IT major Tata Consultancy Services (TCS), has taken a major step towards inclusion by tweaking its health insurance policy to cover employees involved in a same-sex relationship. It would perhaps be the first

Tata Group Company to do so. As per a report launched by Boston Consulting Group and Open for Business on LGBTQ hiring across fast-growing companies in emerging markets, LGBT+ inclusive companies have significantly more revenue come from international sources without suffering any negative revenue impacts. This has an important implication for emerging market firms looking to globalize: In order to appeal to a global audience, they have to be LGBT+ inclusive.

❖ **Top 15 emerging jobs in India for 2020:** LinkedIn, unveiled the 'Top 15 Emerging Jobs in India for 2020'. With over half a billion internet subscribers, according to a McKinsey Report, India is the second fastest digitizing economy in the world. These technological shifts across sectors are sparking the need for new capability building and giving rise to new job roles. The LinkedIn Emerging Jobs 2020 Report for India highlights 15 roles that are high in demand across industries and the skills needed to procure these jobs.

**Here are the Top 15 Emerging Jobs in India in 2020:**

- |                                  |  |
|----------------------------------|--|
| 1. Block chain Developer         | 2. Artificial Intelligence Specialist    |
| 3. JavaScript Developer          | 4. Robotic Process Automation Consultant |
| 5. Back-end Developer            | 6. Growth Manager                        |
| 7. Site Reliability Engineer     | 8. Customer Success Specialist           |
| 9. Full Stack Engineer           | 10. Robotics Engineer (Software)         |
| 11. Cyber security Specialist    | 12. Python Developer                     |
| 13. Digital Marketing Specialist | 14. Front-end Engineer                   |
| 15. Lead Generation Specialist   |  |

## Alum Speak

**Name:** Ms. Vrinda Gupta

**Education:** MBA (HR and Marketing)

**Company Name:** Infogix International Private Limited, HR CO – Partner

**Batch:** 2014 – 2016



**Q 1.** What were the initial steps you took to build your career?

**Answer:** As such there were no strategy but yes I have followed what my teachers used to told me like one should have proper goal, one should know his or her interest area and most important my Self-assessment

**Q 2.** What roles in HR are transforming?

**Answer:** HR digital transformation is the process of changing operational HR processes so HR plays a vital role in this process such as rethinking and rechartering the HR function/department in the organization.

**Q 3.** What, in your opinion, should be the real role of HR in an Organisation?

**Answer:** In simple words I will say overall development of the human resource of an organisation for example Recruitment, selection Training and Development etc.

**Q 4.** What role has RDIAS played in grooming your career in Human Resource?

**Answer:** Yes college had played quite good role in shaping my career.

**Q 5.** How was your overall journey from RDIAS to corporate sector?

**Answer:** Overall journey was quiet good. My initial development has been started from RDIAS itself. I have learned many things in RDIAS but most important is my own self-assessment.

**Q 6.** What are the attributes you look in people when you make them a part of your team?

**Answer:**

- Show respect and value for the skills, experiences, creativity, and contributions of group members.
- Adhere to leadership and decision making guidelines.
- Embrace diversity.

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**Ms. Saloni Gupta**

MBA, Batch 2017-2019



**Q. :** What were the initial steps you took to build your career?

**Answer:** Not knowing your true potential and strengths is the biggest challenge one faces as an obstruction in his/her life that leads to failure in gaining experience and knowledge that can direct oneself towards the right path. Exploring myself through the sessions conducted by RDIAS thus cleared all my roadblocks and led me to a way to my bright future and career. All I would suggest for initial step is just know yourself and explore the outer world as much as you can, this will eventually make you walk on the platform you need to gain experiences, improve yourself, and have the brunch of all sort of areas/segments that you are interested in. Just make sure you have a clear aim about your area of interest and just be always ready to learn.

**Q. :** What roles in HR are transforming?

**Answer:** According to me, the role that is most transforming now is transformation from that mission, governance, and reactive approach to reengineering, restructuring, and proactive approach.

**Q. :** What, in your opinion, should be the real role of HR in an organization?

**Answer:** For me, the real role of HR should be to focus on its resource's psychological success. This will lead to all the aspects of developing, enhancing, and motivating his employees and also this positivity will lead to ultimate healthy organization workplace and good performance contributing to overall organizational success.

**Q. :** What role has RDIAS played in grooming your career in Human Resource?

**Answer:** The foremost thing any student needs to study is 'Learning how to Learn', and this I have done in RDIAS the way it should be actually done to build a good manager out of a management student. The platforms provided by RDIAS to its students takes it to best position among all other colleges. May it be STP and CTP sessions, external events, clubs and activities or its faculty members who were ready to push me up every day and every time and in every manner whenever I got confused or felt demotivated. The STP sessions polished my entire personality by letting me know myself and explore my hidden skills and strengths. CTP sessions gave me a tremendous opportunity to improve my soft skills like interpersonal and communication skills that made me outspoken and flushed out all of my fear in regards to interacting with people with confidence. Industrial visits and Internships gave me a practical exposure and showed me the direction to recreate and renurture my skills and strengths as per the requirement of the corporate world out there. Seminars, workshops organized by the college always imbibed positive vibes in me as I got to gain knowledge through the experiences shared by many good positioned eminent executives of such giant and renowned organizations and gave me an opportunity to do networking with them. Extra co-curricular activities, fun quizzes, and various competitions held by the clubs and committees of RDIAS gave me a glimpse of how to build HR skills in me.

**Q. :** How was your overall journey from RDIAS to corporate sector?

**Answer:** The journey was so enriched for me that I now see boosted self confidence and multifaceted development in myself. All I can say about RDIAS is 'Being Professional, Regimen, Prospective, and Superintend is being an RDIASian.'

**Q. :** What are the attributes you look in people when you make them a part of your team?

**Answer:** Very foremost, creativity, innovation capability, passion, clarity of direction is required. And of course to be a part of team, adaptability and flexibility is very important to work with diverse people.

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## Writer's Perspective HR Article



**Sunil Kumar**

Assistant Professor

Rukmini Devi Institute of Advanced Studies, Delhi

### Where does future prospects of HR Professionals Lies?

Peter F. Drucker (1990) Foundation believes a healthy society requires three vital sectors: a public sector of effective governments, a private sector of effective businesses, and a social sector of effective community organizations. Out of these three sectors, social sector has emerged as one of the potential employer for

HR professionals. It has been observed that till now HR professionals have huge demands primarily in public and private sectors. Now a days, due to technological intervention in all kinds of organisations across the globe potential career opportunities are shifting to a great extent. It is found that nature of task performed by HR professionals has become more dynamic as compared to traditional practices of HR. Therefore, Management institutions in India have primarily focused on preparing HR professional as per the requirement of private sector organisations majorly. Though HR professionals were groomed and trained for corporates majorly still most of the institutions teaching management courses have not focused HR practices from third sectors perspectives. 'Third sector organisations' is a term used to describe the range of organisations that are neither public sector nor private sector. It includes voluntary and community organisations (both registered charities and other organisations such as associations, self-help groups and community groups), social enterprises, NGOs, mutual and co-operatives.

India has around 3.2 million registered non-government organisations (NGOs). Indians have more per capita NGOs than hospital beds. The Central Statistical Organisation of India states there are around 4 NGOs for every 1,000 people in urban areas and 2.3 NGOs for every 1,000 rural populations. Their work spans a wide spectrum, from judiciary to legislatures to media. There is hardly any ministry that does not support or engage with an NGO (DTE, 28 June 2015).

Keeping in mind the potential and growth rate of these organisations, it can be predicted and hoped that large number of management professionals can work for these organisations. As a researcher I have explored and found that the NGOs working in rural and semi-urban areas even in capital cities of states lack managerial competence among its employees. It was found that major chunk of their work was handled by graduates who were having less experience and knowledge of basic management practices. This is one of the obstacles in way of achieving their desired objectives. There were many more obstacles but HR capabilities/competencies were found to be most striking aspect. Employees working there were hardly getting any kind of managerial training which could improve their performances.

Thus, third sector in India having great potential to absorb human resource professionals, if they will be trained keeping in mind the priorities and need of these kinds of organisations. It is evident that there are 3.2 million registered NGOs in India (DTE, 2005) and 59% are working in rural areas, 41% are involved with social services and 1% of these are working for environment. This sector has contributed 2.5 % of total GDP in 2004. The data shows that in the year 2008-09 this sector has received Rs. 10, 803 crore of Foreign fundings (DTE, 2005). As a researcher I have found that third sector has huge potential to provide employment opportunities to management professionals majorly to human resource professionals in coming years. It is suggested to institutions imparting management education to incorporate capabilities among students to manage social enterprises too. Future of management professionals are bright if will be trained and groomed appropriately.



## Student's Outlook

### Mental Distress Among Employees

Ms. Saloni Gupta, MBA, Batch 2017-2019

#### India Inc lays stress on fighting mental distress

At a time when disruption across industries, performance pressure, fear of job losses and personal problems are leading to increasing levels of anxiety, panic attacks and nervous breakdowns at the workplace, several companies, ranging from big firms such as Accenture and American Express to startups such as Oyo and JetSynthesys, are investing in improving the mental health of their people. The initiatives include sensitization program for senior management, training of managers, workshops, campaigns, therapy etc. The attention has now shifted from physical health to mental health.

That is because stress has become one of the top concerns identified by Indian employers and 11% of all its counseling cases are at suicide risk. According to a recent study, around 80% of organizations in the country took at least one action towards improving the mental health of their employees last year. Accenture, for instance, conducts mental wellness workshops, and its entire leadership team attended the workshop. Last month, it launched an onsite counselor support program, whereby counselors visit eight offices across five cities in the country on a fortnightly basis. At Oyo Hotels and Homes, employees can sign up for an eight-week online behavioral therapy program to help them cope with stress and improve their mental health, through interactive video-based learning. The program is currently being rolled out across all geographies in India. American Express is actively driving more conversations about workplace mental health. The financial services firm has a happiness coach, a trained clinical psychologist who conducts group sessions on stress management and work-life balance. In January, the company also partnered with Thrive Global India to create a health and wellbeing portal especially curretted for employees. They also run a counseling helpline for employees and their families, of which they're seeing an 8% y-o-y rise in usage.



Diversified industrial manufacturer Ingersoll Rand offers confidential crisis intervention services. Digital media and entertainment firm JetSynthesys gifted employees the ThinkRight.Me app for New Year 2019, to help them with positive thinking. The organization is also creating 'anger-free' zones within the

office premises. Technology consultant Thought Works India is investigating the effectiveness of art therapy by conducting workshops in a few offices to gauge employees' response. Cloud data service provider Net App offers a mindfulness-based stress reduction program to develop resilience and cater to employees' emotional wellbeing.

### **India Inc heaves a sigh of relief**

The quashing of the RBI circular issued in February last year, setting deadlines for banks to initiate resolution under the Insolvency and Bankruptcy Code (IBC) against all stressed loans of Rs 2,000 crore and more, gives corporates some breathing space, a senior official at a prominent cement company said. This is particularly crucial when the default is due to external reasons.

The central bank still has the right to direct banks to take certain companies to the bankruptcy court "the way it did with its first list of 12 companies".

\* \* \* \*

### **Millennial should have time for their parents** **Ms. Aanchal Singhal, MBA, Batch 2018-2020**

It is a well known fact, that when children get into their forties, the parents start getting older and also this is the prime time for children to make advances in their career. But it is not necessary that either they can focus on their career or on their parents.



Life is all about maintaining work life balance. Since childhood we have learned how to maintain a balance between two or more things. During school days, we used to maintain a balance between two or more projects at the same time. As we grew older, we tried to maintain a balance between getting married and taking a job. Work life balance is something we start practicing right from very young age. Even various offices provide different type of working pattern to maintain the work life balance. Similarly, when we reach our forties, we have to maintain balance in such a way that we progress in our career and at the same time look after our family members.

Finding that balance may be challenging but for sure it is not impossible. As In this productivity-driven society that we are living in, more and more people are finding it hard to adequately fulfil their roles both at home and at the workplace. More often than not, workers are unable to find a point of balance between their careers and their families — there is always one that is given more priority than the other. This behaviour has been associated with a number of dysfunctional outcomes — strained familial relationships, inefficiency at work, and poor physical and mental health. It's all a matter on one's attitude and intention. You can take someone's help in taking care of your parents when you are away to office. Other family members can help you or you can hire a professional caretaker who can work under your supervision and training.

You should follow a healthy routine yourself by eating properly, sleeping well and doing a moderate level exercise or yoga. If you will remain fit, your stamina to do multiple things at a time will increase and you may not find it very difficult to focus on these two things collectively. Achieving work-family life balance is a long and often daunting process. If you do not make the conscious decision to achieve balance, it is likely that you will fail along the way. I have learned through my experience that it is very important to make an effort to provide yourself opportunity for balance.

Also, I strongly believe that involvement in some or the spiritual activities like visiting temple or a holy place increases the positivity and mental strength of a person. Hence, one should not lose one's spiritual sense all together in this madly paced world. By reading Bhagwad gita and Ramayana, we can learn many things to balance in life such as balance between joy and sorrow, success and failure etc. Not only physical fitness is necessary but also peace of mind is required as life is filled with full of emotions. We have to deal all the problems and face them patiently for the tranquil mind and stress less life is necessary.

Hence, it can be concluded that progressing in career and looking after aged family members at the same time is possible and it is just a matter of attitude and intention. We can take an example of a mother — she looks after her children by fulfilling their needs i.e. by cooking delicious food and feeding them , by dressing them up, by sending them to school, by teaching them, by making them do homework etc. A mother also takes care of her family i.e. her husband, her mother-in-law, and father-in-law and manage others, she does all household chores and makes her homes a sweet home, and she doesn't even look after herself. She does all her work with brave love and care. If a mother attitude or intention was not right then, how could we have been brought up and we are in such a good position. So, a mother is a role model for all of us because she is the only multi tasker, nobody can replace her.

Hence, by above example, we can learn a lesson back it is not at all a difficult task to look after a career and a parents. By stretching a little beyond the comfort zone, one can have joys of both the worlds.

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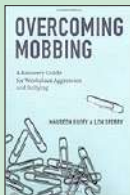


## a) Keeping Up With the Change

With the changing dynamics of the business world, it is imperative for HR professionals to grab every opportunity and enhance their existing knowledge and skills. Being one of the most vital nodes of any industry, an HR professional must keep himself updated with the upcoming trends and practices.

As Margaret Fuller rightly stated, “Today a reader, tomorrow a leader”, HR professional who must manage people every day with high degree of efficiency, it is far more important to cultivate a habit of reading. So here are the top picks for HR professionals in order to maximize their potentials.

### Most Recommended Books for Budding HR Professionals



#### 1. Overcoming Mobbing: A Recovery Guide For Workplace Aggression And Bullying

**By: Maureen Duffy and Len Sperry**

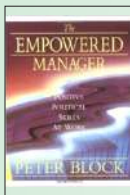
Workplace bullying is real and not many have the resources or support system to recover from its aftereffects. This book sheds light on the matter and takes us through overcoming the experiences of mobbing in an informative and comprehensive manner.



#### 2. Work Rules!: Insights From Inside Google That Will Transform How You Live And Lead

**By: Laszlo Bock**

This book by Laszlo Bock offers a behind-the-scenes look at one of the biggest and most recognized technology companies in the world, and how technology is redefining the human resources domain within the organization.



#### 3. The Empowered Manager

**By: Peter Block**

Peter Block demolishes the notion of an apolitical workplace and takes us through a maze of workplace politics and shows how positive politics can be beneficial for an organization and the people within the organization.



#### 4. First, Break All The Rules: What the World's Greatest Managers Do Differently

**By: Marcus Buckingham, Curt Coffman**

If you believe innovation in the workplace for leaders is overrated, then you need to read this book. Marcus Buckingham and Curt Coffman will open up your mind and compel you to break the rules of conventional wisdom while helping you build a team of highly innovative and productive professionals.



#### 5. Lean In: Women, Work And The Will To Lead

**By: Sheryl Sandberg**

Sheryl Sandberg's book is as vivid and awe inspiring as her life. 'Lean In' is her sincere attempt to share the trials and tribulations she has faced in her career that is sure to help present and future leaders to unlock their true potential.

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## b) Must Read Titles: Available in HR Club Shelf in Library

S.No.	Book Title	Author's Name	Publisher
1	The power of people	Guenole Nigel and Ferrar Jonathan	Pearson
2	Emotional Intelligence 2.0	Travis Bradberry and Jean Greaves	Perseus Book
3	Campus Placements: Ensure You Don't Remain Unplaced	Goyal/Kalia	Pearson
4	Campus HR Interview Questions with Smart Answers : Fourth Eye of HR Managers	Anant Kumar Dass	Atlantic
5	The Handbook of Competency Mapping: Understanding, Designing and Implementing Competency Models in Organizations	Seema Sanghi	Sage Publications India Private Limited
6	Leaders Eat Last	Simon Sinek	Penguin Books Ltd
7	Stories At Work: Unlock the Secret to Business Storytelling	Indranil Chakraborty	Penguin Portfolio
8	HR Here and now	Ganesh Chella	Sage Publications India Private Limited
9	Winning of HR analytics	Ramesh Soundarajan	Sage Publications India Private Limited
10	Measures what matters	John Doerr	Portfiolo Penguin
11	Making Of A Manager	Julie Zhuo	Ebury Publishing

c) **Mooc Courses through Swayam**

1. **Enhancing Soft Skills and Personality By Prof. T. Ravichandran, IIT Kanpur**

<b>Course Status :</b>	<b>Upcoming</b>
<b>Course Type :</b>	Elective
<b>Duration:</b>	8 weeks
<b>Start Date :</b>	24 Feb 2020
<b>End Date :</b>	17 Apr 2020
<b>Exam Date :</b>	25 Apr
<b>Enrollment Ends :</b>	24 Feb 2020
<b>Category :</b>	Humanities and Social Sciences
<b>Level:</b>	Undergraduate/Postgraduate

**Link:** [https://swayam.gov.in/nd1\\_noc20\\_hs10/preview](https://swayam.gov.in/nd1_noc20_hs10/preview)

2. **Emotional Intelligence By Prof. Rabindra Kumar Pradhan, IIT Kharagpur**

<b>Course Status :</b>	<b>Upcoming</b>
<b>Course Type :</b>	Elective
<b>Duration:</b>	8 weeks
<b>Start Date :</b>	27 Jan 2020
<b>End Date :</b>	20 Mar 2020
<b>Exam Date :</b>	29 Mar 2020
<b>Enrollment Ends :</b>	03 Feb 2020
<b>Category :</b>	Humanities and Social Sciences
<b>Level:</b>	Undergraduate/Postgraduate

**Link:** [https://swayam.gov.in/nd1\\_noc20\\_hs13/preview](https://swayam.gov.in/nd1_noc20_hs13/preview)

3. **Introduction to Cognitive Psychology By By Prof. Naveen Kashyap, IIT Guwahati**

<b>Course Status :</b>	<b>Upcoming</b>
<b>Course Type :</b>	Elective
<b>Duration:</b>	12 weeks
<b>Start Date :</b>	27 Jan 2020
<b>End Date :</b>	17 April 2020
<b>Exam Date :</b>	26 April 2020
<b>Enrollment Ends :</b>	03 Feb 2020
<b>Category :</b>	Humanities and Social Sciences
<b>Level:</b>	Undergraduate

**Link:** [https://swayam.gov.in/nd1\\_noc20\\_hs29/preview](https://swayam.gov.in/nd1_noc20_hs29/preview)

#### 4. Introduction to Brain and Behaviour By Prof. Ark Verma, IIT Kanpur

Course Status :	Upcoming
Course Type :	Core
Duration:	8 weeks
Start Date :	24 Feb 2020
End Date :	17 April 2020
Exam Date :	26 April 2020
Enrollment Ends :	24 Feb 2020
Category :	Humanities and Social Sciences
Level:	Undergraduate/Postgraduate

Link: [https://swayam.gov.in/nd1\\_noc20\\_hs33/preview](https://swayam.gov.in/nd1_noc20_hs33/preview)

#### Additional Courses in HR

In addition to the above, one can also look for online/offline courses. While there are numerous online courses available here is a list of few of the good websites that may help you explore and learn any field of HR at your own pace.

1. SHRM- CP and SHRM- SCP [<https://www.shrm.org>]
2. Courses related to HRM and I/O Psychology [<https://www.coursera.org/>]
3. People Management by IIM Bangalore [<https://www.edx.org/>]
4. Human Resource Training [<https://www.lynda.com/>]
5. Free Human Resource Courses [<https://alison.com/en>]
6. Human Resource Certificate Program [<https://www.ecornell.com/>]
7. Digital Human Resource Management [<https://www.aihr.com/>]

### Internal & External Event Calendar (Jan-May, 2020)

#### HR Internal events in the month of Jan- May 2020 :

S. No.	Event Name	Proposed Date	Description
1.	Win Over the World (Team Building Activity)	Jan 28, 2020	“Win Over World” (WOW) is planned for students to make them realize the value of “team work”, to inculcate “team spirit”. These team building activities will guide the students to build teamwork and improve communication.
2.	HR Quiz- Inter college (in association with Credence Club)	March 18, 2020	The activity will be conducted to test HR knowledge and cognitive abilities of the students about how well they comprehend and recollect human resource theories and concepts.
3.	Lets Analyse!	April 03, 2020	Students will be given a brief on how interpretation of psychometric tests assessing personality is done and translated in behaviour.

#### HR External events in the month of Jan- May 2020 :

S. No.	Dates	Name of Event	Organization Name	Summary
1	31 Jan'20- 2 Feb'20	Leader's Challenge	Vinod Gupta School of Management (VGSOM), Indian Institute of Technology (IIT), Kharagpur	Leader's Challenge is the Advertising Club of VGSOM, designed to test the budding leader within you. It shall test your acumen of marketing and your skill of solving real-world problems. Get into the shoes of a CXO and present a ground-breaking solution.
2	16 Jan'20	CHAKRAVYUH 2020 Business Plan Competition	Amrita School of Business (ASB), Kochi	Chakravayuh aims at providing a strong foundation for students and professionals to exhibit their business plan and bring them to the limelight. It would also be a great platform for the participants to meet and interact with dynamic entrepreneurs and business delegates.



## One should know: HR Jargons

**Reality Shock:** Results of period that may occur at the initial career entry when the new employee's high job expectations confront the reality boring, unchallenging job.

**Speak Up! Programs:** Communications programs that allow employees to register Questions, concerns, and complaints about work relate matters.  
**Dismissal:** Involuntary termination of an employee's employment with the firm.

**Termination At Will:** This idea, based in law, that employment relationship can be terminated at will by either the employer or employee for any reason.

**Insubordination:** Willful disregard or disobedience of the boss's authority or legitimate orders, criticizing the boss in public.

**Wrongful Discharge:** An employee's dismissal that does not comply with the law or does not comply with the contractual arrangement stated or implied by the firm via its employment application forms, employee manuals, or other promises.

**Voluntary reduction in Pay Plan:** An alternative to layoffs in which all employees agree to take time off to reduce the employer's payroll and avoid the need for a layoff.

**Rings of Defense:** An alternative way of plan in which temporary supplemental employees are hired with the understanding that they may be laid off at any time.

**Ambiguity Tolerance:** Extent to which individual are threatened by or have difficulty coping with situations that are ambiguous; changing rapidly or unpredictably; information is inadequate; or where complexity exists.

**Assessment Centers:** A set of performance simulation tests designed to evaluate a candidate's managerial potential.

**Attrition:** The gradual reduction of the size of a work force that occurs when personnel lost through retirement or resignation are not replaced

**Baby Boomers:** A baby boomer is someone who was born during the period of increased birth rates when economic prosperity arose in many countries following World War II. In the United States, the term is commonly used to refer to the generation which demographic popularizers have identified with birth years from the span 1946 to 1964.

**Balanced Business Score Cards:** A method of measuring and managing business performance, presenting a balanced view of financial and operational perspectives to accelerate the management process.

**BARS :** (Behaviorally Anchored Rating Scale) An appraisal method that aims at combining the benefits of narrative critical incidents and quantified ratings by anchoring a quantified scale with specific narrative examples of good and poor performance.

**Type A behavior:** Aggressive involvement in a chronic, incessant struggle to achieve more and more in less and less time and, if necessary, against the opposing efforts of other things or other people.

**Type B behavior:** Rarely harried by the desire to obtain a wildly increasing number of things or participate in endless growing series of events in an ever-decreasing amount of time.

**Whistle Blowing:** Individuals who report unethical practices by their employer to outsiders.

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