

ST.JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

DEPARTMENT OF COMMERCE

TEACHING LESSON PLAN FOR HUMAN RESOURCE

MANAGEMENT (Odd Semester)

B.B.A 3rd Semester (June 2016 to September 2017)

Objective:

The objective of the course is to teach the basic principles of human resource Management—how an organization acquires, rewards, motivates, uses, and generally manages its people effectively.

Lesson Plan Framework (Module Wise)

Module/ Title / Hours	Topics for student Preparation	Procedure	Learning outcome	Assessment
Module 1: Brief Introduction to Human Resources Management (HRM) 8 Hrs	HRM – Meaning, Importance, Objectives, Functions, Processes Systems Approach to HRM – Structure of the HR department, Meaning and reasons for Attrition, Merits and De-merits of Attrition.	<ul style="list-style-type: none">• Lecture• Case study analysis	Basics of Human Resource Management	Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role Plays/ Quiz, Cross word/ etc.
Module 2: HR Planning, Recruitment, Selection and Induction 14 Hrs	HRP: Objectives, Need and Benefits, Process of HRP, Challenges in HRP. Recruitment: Definition, Objectives, factors affecting	<ul style="list-style-type: none">• Lecture• Case study analysis	How does Planning, Recruiting, Selection & Induction ...etc affect the organization.	Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role

	<p>recruitment, sources and techniques, modern recruitment practices</p> <p>Selection: Meaning and definition, significance, selection procedures, recent trends in selection</p> <p>Placement: Meaning and definition</p> <p>Induction: Meaning, definition, process and importance</p>			Plays/ Quiz, Cross word/ etc.
<p>Module 3:</p> <p>Training & Development</p> <p>10 Hrs</p>	<p>Meaning, Importance, Benefits, Need, Objectives</p> <p>Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems & Processes</p>	<ul style="list-style-type: none"> • Lecture • Case study analysis 	<p>Importance of Training and Development in the organization.</p>	<p>Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role Plays/ Quiz, Cross word/ etc.</p>
<p>Module 4:</p> <p>Performance Appraisals and Career Management</p> <p>10 Hrs</p>	<p>Performance Appraisal: Meaning, need, objectives, uses, process, methods (Traditional and Modern methods), essentials of a sound appraisal system, problems of performance appraisal</p> <p>Career Planning & Development: Definition, need and</p>	<ul style="list-style-type: none"> • Lecture • Case study analysis 	<p>How performance appraisal is done in the organization and some of the Career management techniques</p>	<p>Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role Plays/ Quiz, Cross word/ etc.</p>

	<p>importance, career stages, process of career planning and development.</p> <p>Establishing a career development system – actions and pre-requisites</p> <p>Succession planning: Meaning and importance, Differences in HRP and Succession Planning.</p>			
<p>Module 5:</p> <p>Compensation and Reward Management</p> <p>8 Hrs</p>	<p>Job Evaluation: Meaning, Importance and Techniques,</p> <p>Compensation: Meaning, definition, concepts and objectives, Importance of an ideal compensation plan, recent trends in compensation management, Principles and methods of compensation fixation.</p> <p>Rewards: Meaning and Importance, Types of Rewards – monetary and non-monetary rewards.</p>	<ul style="list-style-type: none"> ● Lecture ● Case study analysis ● Team project 	<p>Job Evaluation and compensation management.</p>	<p>Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role Plays/ Quiz, Cross word/ etc.</p>
<p>Module 6:</p> <p>Human Resource Auditing</p>	<p>Need and Purpose, benefits, process, approaches to HR Audit, phases involved</p>	<ul style="list-style-type: none"> ● Lecture ● Case study analysis ● Team project 	<p>How employee relations affect the organization and what are ethical practices that the</p>	<p>Mutiple – Choice Questions/ Concept based case-building/definition/meaning/Role</p>

10 Hrs	in HR Audit, Audit Reports – meaning.		organization must possess.	Plays/ Quiz, Cross word/ etc.
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LESSON PLAN FRAMEWORK (HOUR-WISE):

Subject Name: Human Resource Management

Lecture Hours: 60

Sl. No	Unit & Objectives	No. Of Lecture Hours	Methodology/ Instructional Techniques	Evaluation/ Learning Confirmation
Module – 1:	Brief Introduction to Human Resources Management (HRM)	8		
1.	Meaning – What constitutes HRM, Importance and Objectives.	2	Lecture and illustrations	Question and answer
2.	Definitions and explanations, Evolution of HRM	1	Lecture and illustrations	Question and answer
3.	Functions of HRM,	1	Lecture and illustrations	Question and answer
4.	Process Systems Approach to HRM	1	Lecture and illustrations	Question and answer
5.	Structure of HR department	1	Lecture and illustrations	Question and answer
6.	Introduction on Attrition and reasons for Attrition	1	Lecture and illustrations	Question and answer
7.	Revision/repetition of chapter/ Cases/ examples	1	Questions/viva	Tests

Module – 2:	HR Planning, Recruitment, Selection and Induction	14 Hrs		
1.	Meaning, Definition of Planning	1	Lecture and illustrations	Question and answer
2.	Objectives of HR Planning, Need, Benefits of HRP	2	Lecture and illustrations	Question and answer
3.	Limitations of Planning, Planning Process	1	Lecture and illustrations	Question and answer
4.	Challenges to HRP	1	Lecture and illustrations	Question and answer
5.	Recruitment, Definition, Purpose and Importance	1	Lecture and illustrations	Question and answer
6.	Factors affecting Recruitment, Sources of Recruitment and Techniques	1	Lecture and illustrations	Question and answer
7.	Modern Recruitment practices	1	Lecture and illustrations	Question and answer
8.	Selection, Definition, Process of Selection, Recent Trends in Selection.	2	Lecture and illustrations	Question and answer
9.	Induction, Definition and Objectives	1	Lecture and illustrations	Question and answer
10.	Process and importance of Induction.	1	Lecture and illustrations	Question and answer
11.	Placement: Meaning and Definition.	1	Lecture and illustrations	Question and answer
12.	Case Study/ Summary/test	1	Questions/viva	Tests
Module – 3	Training & Development	10 Hrs		
1.	Introduction, Importance and Need for Training	1	Lecture and illustrations	Question and answer

2.	Benefits of Training, Objectives of Training	2	Lecture and illustrations	Question and answer
3.	Identification of Training Needs	1	Lecture and illustrations	Question and answer
4.	Training methods and Techniques	2	Lecture and illustrations	Question and answer
5.	Evaluation of Training Programmes	1	Lecture and illustrations	Question and answer
6.	Training Management Systems and Processes	1	Lecture and illustrations	Question and answer
7.	Case Study/Summary/ Test	2	Questions/viva	Tests
Module – 4:	Performance Appraisals and Career Management	10 Hrs		
1.	Introduction, Objectives of Performance Appraisal	1	Lecture and illustrations	Question and answer
2.	Process of Performance Appraisal, Methods of PA	2	Lecture and illustrations	Question and answer
3.	Essentials and Limitations of PA	1	Lecture and illustrations	Question and answer
4.	Career Planning and Development: Need and Importance	1	Lecture and illustrations	Question and answer
5.	Career Stages, Process of Career Planning and Development	1	Lecture and illustrations	Question and answer
6.	Establishing a Career Development System- action and pre-requisites	1	Lecture and illustrations	Question and answer
7.	Succession Planning: Importance, Differences in HRP and Succession Planning	1	Lecture and illustrations	Question and answer
8.	Case Study	1	Lecture and illustrations	Question and answer

9.	Summary/ test/ examples and case studies	1	Questions/viva	Tests
Module – 5:	Compensation and Reward Management	8 Hrs		
1.	Job Evaluation, Meaning, Objectives of JE, Importance and Techniques	2	Lecture and illustrations	Question and answer
2.	Compensation, Meaning, Definition and Concepts	1	Lecture and illustrations	Question and answer
3.	Importance of an Ideal Compensation Plan, Recent Trends in Compensation Management	1	Lecture and illustrations	Question and answer
4.	Principles and Methods of Compensation Fixation	1	Lecture and illustrations	Question and answer
5.	Rewards: Meaning and Importance, Types	2	Lecture and illustrations	Question and answer
6.	Summary/case study	1	Questions/viva	Tests
Module – 6	Human Resource Auditing	10 Hrs		
1.	Need and Purpose	1	Lecture and illustrations	Question and answer
2.	Benefits and Process of HR Audit	1	Lecture and illustrations	Question and answer
3.	Approaches to HR Audit	2	Lecture and illustrations	Question and answer
4.	Phases involved in HR Audit	1	Lecture and illustrations	Question and answer
5.	Audit Reports: Meaning	1	Lecture and illustrations	Question and answer
6.	Summary/ Case Reference/ Revision	4	Questions/viva	Tests

Total Hours	60hrs		
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Books for Reference:

1. C. B. Memoria: Personnel Management.
2. David Bell: Personnel Management.
3. David R Hampton: Modern Management issues and Ideas.
4. Deepak Kumar Bhattacharya: Human Research Management
5. K. Aswathappa: Human Resource & Personnel Management.
6. K. K. Aheja: Personnel Management.
7. Michael Porter: HRM and Human Relations.
8. T. N. Chhabra& K. K. Aheja: Managing People at Work.
9. AmandeepKaur, PunamAgarwal – Industrial Relations
10. A. M. Sarma – Aspects of labour welfare and social security.

Thanking You,

Yours Faithfully,

Fr. Roshan Pereira SJ