

**OBE based Teaching Lesson Plan 2019-20 (Even Semester)**

**Program: B.COM (TT)**

**Course Name: HUMAN RESOURCE MANAGEMENT**

**Course Code: C2 15 MC 402**

**Semester: IV**

**Lecture hours: 60**

**Faculty in-charge: Ms. Veda & Shared Teaching with Dr Shubra Rahul**

<b>Course Outcome No.</b>	<b>Course Outcomes</b>	<b>T level Indicator</b>
CO 1	Describe the meaning, functions and Process of HRM and reasons, merits and demerits of Attrition.	T1
CO 2	Illustrate the process of HR planning, Recruitment, selection and Induction of T3a hypothetical organization.	T3
CO 3	Compare and contrast the Training methods and techniques adopted by any two organization and evaluation of training programme.	T2
CO 4	Distinguish between Traditional and modern method of Performance appraisal system in the context of Career Planning and Development and succession planning.	T2
CO 5	Justify the Design of Compensation and rewards in alignment with Job Evaluation.	T5
CO6	Illustrate a process of HR Audit and Audit Report of hypothetical organization.	T3

<b>Module No. Topics Covered</b>	<b>Course Outcome No.</b>	<b>No. of Lecture Hours</b>	<b>Pre-Class</b>	<b>Instructional techniques</b>	<b>Assessment</b>	<b>T level</b>
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			Activity			
<p><b>Unit 1 - INTRODUCTION TO HUMAN RESOURCE MANAGEMENT</b>            HRM- Meaning, Objectives, Functions, Processes systems approach to HRM – Structure of the HR department, Meaning, Reasons for attrition, Merits &amp; De-merits of attrition.</p>	CO1	08	Case study, Videos	Virtual teaching, Lecturing, Discussions	Q & A, Online assessment, Group activity.	
<p><b>Unit 2 - HR PLANNING, RECRUITMENT, SELECTION &amp; INDUCTION</b>            HRP - Objectives, Need , Benefits, Process of HRP, Challenges in HRP, Recruitment - Definition, Objectives, factors affecting recruitment, Sources &amp; techniques, modern technique practices, Selection - Meaning, definition, significance, Selection procedures, recent trends in selection, Placement - Meaning , definition, Induction - Meaning, definition, process, importance.</p>	CO2	14	Videos. Flip class,	PPT, Hands on Learning, Story Telling,	Q & A, Online assessment, Group activity.	
<p><b>Unit 3 - TRAINING &amp; DEVELOPMENT</b>            Meaning,</p>						

importance, benefits, Need, objectives, Identification of training needs, Training methods & techniques, Evaluation of training programmes, Training management systems, Processes.	<b>CO3</b>	<b>10</b>	Videos, Flip class, Case study	PPT, Visual clues, Role plays	Q & A, Online assessment, Group activity.	
<b>Unit 4 - PERFORMANCE APPRAISALS &amp; CAREER MANAGEMENT</b> Performance appraisal - Meaning, need, objectives, uses, processes, Methods - Traditional & modern, Essentials of a sound appraisal system, problems in performance appraisal, Career planning & development - Definition, need, importance, career stages, Process of career planning & development, Establishing a career development system - actions & pre-requisites, Succession planning - Meaning, importance, differences in HRP and succession planning.	<b>CO4</b>	<b>10</b>	Videos, Flip class, Case study	PPT, Lecturing, Instructional conversations	Q & A, Online assessment, Group activity.	
<b>Unit 5 - COMPENSATION &amp; REWARD MANAGEMENT</b> Job evaluation -						

Meaning, importance, Techniques, Compensation - Meaning, definition, concepts, objectives, importance of an ideal compensation plan, Recent trends in compensation management, Principles and methods of compensation fixation, Rewards - Meaning, importance, types: monetary & non-monetary.	CO5	08	Videos, Flip class, Case study	PPT, Word games, Text cards,	Q & A, Online assessment, Group activity.
<b>Unit 6 - HUMAN RESOURCE AUDITING</b> Need and purpose, Benefits, Process, Approaches to HR audit, Phases involved in HR audit, Audit report: Meaning.	CO6	10	Videos, Flip class, Case study	PPT, Mind mapping, Context based learning,	Q & A, Online assessment, Group activity.

### Continuous Internal Assessment

The tentative date to complete the CIA is 15<sup>th</sup> January, 2020. The evaluation scheme is based on the comprehensive and analytical skills of students for the below criteria.

1. Business Activity
2. Quiz
3. Role play, case study
4. FLIP classes
5. Assignments on practical application at different levels of manager.

### Books for Reference:

- C. B. Memoria: Personnel Management.
- David Bell: Personnel Management.
- David R Hampton: Modern Management issues and Ideas.
- Deepak Kumar Bhattacharya: Human Research Management
- K. Aswathappa: Human Resource & Personnel Management.

- K. K. Aheja: Personnel Management.
- Michael Porter: HRM and Human Relations.
- T. N. Chhabra& K. K. Aheja: Managing People at Work.
- AmandeepKaur, PunamAgarwal – Industrial Relations
- M. Sarma – Aspects of labour welfare and social security

**Approved by: BOS**