

OBE based Teaching Lesson Plan 2019-20

Program: B.Com Analytics

Course Name: Human Resource Management

Course Code: C5 19MC402

Semester: IV

Lecture hours: 60

Faculty in-charge: Ms.Maria Sanjana

| Course Outcome No. | Course Outcomes | T level Indicator |
|---------------------------|--|--------------------------|
| CO1. | Explain the role of Human Resource Manager with special reference to attrition. | T2 |
| CO2. | Illustrate the process of HR planning, Recruitment, selection and Induction of a hypothetical organization. | T3 |
| CO3. | Compare and contrast the Training methods and techniques adopted by any two organization and evaluation of training programme. | T4 |
| CO4. | Distinguish between Traditional and modern method of Performance appraisal system in the context of Career Planning and Development and succession planning. | T4 |
| CO5. | Justify the Design of Compensation and rewards in alignment with Job Evaluation. | T5 |
| CO6. | Develop a process of HR Audit and generate Audit Report of a hypothetical organization | T6 |

| Module No. & Topics Covered | Course Outcome No. | No. of Lecture Hours | Pre-Class Activity | Instructional techniques | Assessment | T level |
|--|---------------------------|-----------------------------|---------------------------|---------------------------------|----------------------------|----------------|
| <p>Module - 1: Brief Introduction to Human Resources Management</p> <p>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</p> | 1 | 8 | Cases | Lecture with ppt | Question and answer | T2 |
| <p>Module - 2: HR Planning, Recruitment, Selection & Induction.</p> <p>HRP: Objectives, Need and Benefits, Process of HRP, Challenges in HRP.</p> <p>Recruitment: Definition, Objectives, factors affecting recruitment, sources and techniques, modern recruitment practices</p> <p>Selection: Meaning and definition, significance, selection procedures, recent trends in selection</p> <p>Induction: Meaning definition, process and importan</p> | 2 | 14 | Articles | Lecture with ppt | Question and answer | T3 |

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| ce | | | | | | |
| Module - 3: Training & Development 10 Hrs Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems | 3 | 10 | Cases | Lecture with ppt | Question and answer | T4 |
| Module - 4: Performance Appraisals and Career Management Performance Appraisal: Meaning, need, objectives, uses, process, methods (Traditional and Modern methods), essentials of a sound appraisal system, problems of performance appraisal. Career Planning & Development: Definition, need and importance, career stages, process of career planning and development. Establishing a career development system - actions and pre-requisites Succession planning: Meaning and importance, Differences in HRP and succession | 4 | 10 | articles | Lecture with ppt | Question and answer | T4 |

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| planning. | | | | | | |
| Module - 5: Compensation and Reward Management. Job Evaluation: Meaning, Importance and Techniques, Compensation: Meaning, definition, concepts and objectives, Importance of an ideal compensation plan, recent trends in compensation management, Principles and methods of compensation fixation. | 5 | 8 | Videos | Lecture with ppt | Question and answer | T5 |
| Module - 6: Human Resource Auditing Need and Purpose, benefits, process, approaches to HR Audit, phases involved in HR Audit, Audit Reports - meaning | 6 | 10 | cases | Lecture with ppt | Question and answer | T6 |

Continuous Internal Assessment –

- Power point presentation in class on the given topic.
- Class test

Books for Reference:

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

- ✓ *Michael Porter: HRM and Human Relations.*
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- ✓ *T. N. Chhabra & K. K. Aheja: Managing People at Work.*
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- ✓ *Amandeep Kaur, Punam Agarwal – Industrial Relations*
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- ✓ *A. M. Sarma – Aspects of labour welfare and social security.*
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Approved by: