

OBE based Teaching Lesson Plan 2020-21

Program: B.Com

Course Name: Human Resource Management

Course Code: C115MC402

Semester: IV

Lecture hours: 60

Faculty in-charge: Mary Steffy

Course Outcome No.	Course Outcomes	T level Indicator
CO1.	Explain the role of Human Resource Manager with special reference to attrition.	T1
CO2.	Illustrate the process of HR planning, Recruitment, selection and Induction of a hypothetical organization.	T2
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	Level
Module - 1: Brief Introduction to Human Resources Management- HRM–Meaning, Importance, Objectives, Functions, Processes Systems Approach to HRM –Structure of the HR department, Meaning and reasons for Attrition, Merits and Demerits of Attrition.	C01	8	Video on Introduction to HRM	Interactive sessions/Use of PPT and Video	Quiz /Assignment	T1
Module - 2: HR Planning, Recruitment, Selection & Induction HRP: Objectives, Need and Benefits, Process of HRP, Challenge in HRP. Recruitment: Definition, Objectives, factors affecting recruitment, sources and techniques, modern recruitment practices Selection: Meaning and definition, significance, selection procedures, recent trends in selection Placement: Meaning and definition Induction: Meaning, definition, process and importance	C02	14	Case Study	Interactive sessions/Use of PPT and Video	Quiz /Case Study Mock Interview	T2
Module - 3: Training & Development Meaning, Importance, Benefits, Need, Objectives, Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems & Processes	C03	10	Video on Training and Development	Interactive sessions/Use of PPT and Video	Group Activity on Importance of Training/Case Study Analysis	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	C04	10	Articles	Interactive sessions/Use of PPT and Video	Quiz/Case Study Analysis	T4

Continuous Internal Assessment –

- Assignment on Recruitment and Selection Process followed in Companies

Succession planning: Meaning and importance, Differences in HRP and Succession 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. Rewards: Meaning and Importance, Types of Rewards – monetary and non-monetary rewards.	C05	8	Video on the Introduction to Compensation	Interactive sessions/Use of PPT and Video	Q& A Case Study Analysis	T5
Module - 6: Human Resource Auditing Need and Purpose, benefits, process, approaches to HR Audit, phases involved in HR Audit, Audit Reports – meaning.	C06	10	Case Study	Interactive sessions/Use of PPT and Video	Q& A Case Study Analysis	T6

- Mock Interview Process
- MCQ/Quiz

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.
- Amandeep Kaur, Punam Agarwal – Industrial Relations
- M. Sarma – Aspects of labour welfare and social security.