

ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)
DEPARTMENT OF COMMERCE
LESSON PLAN FOR HUMAN RESOURCE MANAGEMENT
IITT 4th Semester

Subject Objective:

The objective of the course is to teach the basics of Human Resource Management – how an organization acquires, rewards, motivates, uses, and generally manages its people effectively.

Description of learning goals / objectives:

1. *Time/hours required* – 60 hrs
2. *Process* – lecture method, case study references, role playing, Video Presentation.
3. *Output* – understating the concepts of Human Resource Management and to facilitate the application of the same
4. *Assessment (CIA)*: Short review projects, Case-analysis, Presentation, Current affairs, Viva, Video clips, etc.....

Lesson Plan Framework (Module Wise)

Module/ Title/ Hours	Topics for student Preparation	Procedure	Learning outcome	Assessment
Module 1: <i>Brief Introduction to Human Resources Management (HRM)</i> 8 Hrs	Module 1: Introduction to HRM Meaning, Importance, History of Management Thought, Objectives, Functions, Processes Systems Approach to HRM – Structure of the HR department, Meaning and reasons for Attrition. 12 Hrs	<ul style="list-style-type: none"> • Lecture • Case study analysis 	Basics of Human Resource Management	Mutiple - Choice Questions/ Concept based case-building/ definition/ meaning/ 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 recruitment, sources and techniques,	<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/ definit

	<p>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>			ion/meaning/ etc.
<p>Module 3: <i>Training & Development</i></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/ etc.</p>
<p>Module 4: <i>Performance Appraisals and Career Management</i></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 importance, career stages, process of career planning and development. Establishing a career development system - actions and pre-requisites</p> <p>Succession planning: Meaning and importance.</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/ etc.</p>
<p>Module 5:</p>	<p>Job Evaluation: Meaning,</p>	<ul style="list-style-type: none"> • Lecture 	<p>Job Evaluation and</p>	<p>Mutiple -</p>

<p><i>Compensation and Reward Management</i> 8 Hrs</p>	<p>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.</p>	<ul style="list-style-type: none"> • Case study analysis • Team project 	<p>compensation management.</p>	<p>Choice Questions/ Concept based case-building/ definition/meaning/ etc.</p>
<p>Module 6: <i>Industrial Relations (IR), Employee Welfare & Social Security</i> 10 Hrs</p>	<p>Human Resource Accounting: Meaning and definition, need, purpose, benefits, process, approaches to HR Audit, Audit phases, Audit reports – meaning.</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 organization must possess.</p>	<p>Mutiple - Choice Questions/ Concept based case-building/ definition/meaning/ etc.</p>

CIA - Probable dates - 28/11/16 to 30/11/16.

Nature - short movie making/PPT Presentations/Collage making.

CIA - Probable dates - 20/02/17 to 22/02/17.

Nature -short movie making/PPT Presentations/Collage making.

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, Megatrends in HRM	1	Lecture and illustrations, videos	Question and answer
2.	Definitions and explanations, Evolution of HRM	1	Lecture and illustrations, videos	Question and answer
3.	History of HRM, Features/ Characteristics of HRM	1	Lecture and illustrations, videos	Illustrations
4.	Importance and Objectives of HRM	1	Lecture and illustrations, videos	Question and answer
5.	Functions of HRM, Outsourcing	1	Lecture and illustrations, videos	Question and answer
6.	Challenges before HR manager/ management	1	Lecture and illustrations, videos	Question and answer
7.	Introduction on Attrition and reasons for Attrition	1	Lecture and illustrations	Question and answer
8.	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, videos	Question and answer
2.	Objectives of HR Planning, Need, Benefits of HRP	2	Lecture and illustrations, videos	Question and answer
3.	Limitations of Planning, Planning Process	1	Lecture and illustrations,	Question and answer

			videos	
4.	Challenges to HRP	1	Lecture and illustrations, videos	Question and answer
5.	Recruitment, Definition, Purpose and Importance	1	Lecture and illustrations, videos	Question and answer
6.	Factors affecting Recruitment, Sources of Recruitment	1	Lecture and illustrations, videos	Question and answer
7.	Modern Recruitment methods	1	Lecture and illustrations, videos, videos	Question and answer
8.	Selection, Definition, Process of Selection	2	Lecture and illustrations, videos	Question and answer
9.	Induction, Definition and Objectives	1	Lecture and illustrations	Question and answer
10.	Methods of Induction, Advantages, Disadvantages	1	Lecture and illustrations	Question and answer
11.	Placement	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, videos	Question and answer
2.	Benefits of Training, Objectives of Training	2	Lecture and illustrations, videos	Question and answer

3.	Types of Training Programme	1	Lecture and illustrations, videos	Question and answer
4.	Training and Development methods	2	Lecture and illustrations, videos	Question and answer
5.	Evaluation of Training	1	Lecture and illustrations, videos	Question and answer
6.	Steps involved in conducting Training	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, videos	Question and answer
3.	Essentials and Limitations of PA	1	Lecture and illustrations, videos	Question and answer
4.	Career Planning and Development	1	Lecture and illustrations, videos	Question and answer
5.	Career Stages/Cycles of Career Development Process	1	Lecture and illustrations, videos	Question and answer
6.	Succession Planning, Benefits, Tips	2	Lecture and illustrations, videos	Question and answer

7.	Case Study	1	Lecture and illustrations.	Question and answer
8.	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	1	Lecture and illustrations, videos	Question and answer
2	Difference JE and Performance Appraisal, Methods/Techniques of JE	2	Lecture and illustrations, videos	Question and answer
3.	Compensation, Meaning, Definition and Concepts	1	Lecture and illustrations videos	Question and answer
4.	Principles and Techniques of wage fixation	1	Lecture and illustrations, videos	Question and answer
5.	Importance of Compensation, Types of Rewards, Recent Trends	1	Lecture and illustrations, videos	Question and answer
6.	Case Study	1	Lecture and illustrations	Question and answer
7.	Summary/case study	1	Questions/viva	Tests
Module - 6	Human Resource Accounting:	10 Hrs		
1	Meaning and definition, need, purpose, benefits, process of HR Audit.	3	Lecture and illustrations, videos	Question and answer
2	Approaches to HR Audit, Audit phases, Audit reports – meaning.	5	Lecture and illustrations, videos	Question and answer

3.	Case Study	1	Case Discussion	Case Study
4.	Summary/ case reference	1	Questions/viva	Tests
Total Hours		60hrs		

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Objective: to develop the people skills of students and to give guidance in creating an ethically healthy work climate in any organization

Books for Reference:

- K. Aswathappa: Human Resource & Personnel Management.
- K. K. Aheja: Personnel Management.
- Michael Porter: HRM and Human Relations.
- C. B. Memoria: Personnel Management.
- David Bell: Personnel Management

Prepared by:-

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