

St. Joseph's College of Commerce (Autonomous)
#163, Brigade Road, Bangalore - 560 025
LESSON PLAN - II BCOM

Rency Alex

Subject Name: HUMAN RESOURCE MANAGEMENT

Lecture hours: 60

Objective: The objective is to teach the basic principles of human resource management – how an organization acquires, rewards, motivates, uses and generally manages its people effectively.

SL. NO	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION/LEARNING CONFIRMATION
	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	8 Hrs		
UNIT 1	HRM- Meaning, Objectives,	1	Lecture	Question & answers
	Functions, Processes systems approach to HRM – structure of the HR department	3	Lecture	Case study
	Meaning, Reasons for attrition	2	Lecture	Question & Answers
	Merits & De-merits of Attrition	2	Lecture through PPT	Case Study
	HR PLANNING, RECRUITMENT, SELECTION & INDUCTION	14 Hrs		
UNIT 2	HRP - Objectives, Need , Benefits, Process of HRP, Challenges in HRP	2	Lecture through PPT	Question & answers
	Recruitment - Definition, Objectives, factors affecting recruitment	2	Lecture through PPT	Question & answers

	Sources & techniques, modern technique practices	2	Lecture	Activity
	Selection - Meaning, definition, significance,	2	Lecture through PPT	Question & Answers
	Selection procedures, recent trends in selection	2	Lecture through PPT	Question & Answers
	Placement - Meaning , definition	2	Lecture	Case Study
	Induction - Meaning, definition, process, importance	2	Lecture through PPT	Question & Answers
UNIT 3	TRAINING & DEVELOPMENT	10 Hrs		
	Meaning, importance, benefits, Need, objectives	2	Lecture through PPT	Question & answers
	Identification of training needs, Training methods & techniques	2	Lecture through PPT	Question & answers
	Evaluation of training programmes,	2	Lecture Through PPT	Case Study
	Training management systems	2	Lecture through PPT	Role Play
	Processes	2	Lecture through PPT	Question & answers
UNIT 4	PERFORMANCE APPRAISALS & CAREER MANAGEMENT	10 Hrs		
	Performance appraisal - Meaning, need, objectives, uses, processes	1	Lecture through PPT	Question & answers

	Methods - Traditional & modern, Essentials of a sound appraisal system	1	Lecture through PPT	Role Play
	problems in performance appraisal	1	Flip class	Question & answers
	Career planning & development - Definition, need, importance, career stages	2	Lecture through PPT	Question & answers
	Process of career planning & development	1	Lecture through PPT	Case study
	Establishing a career development system - actions & pre-requisites	2	Lecture through PPT	Question & answers
	Succession planning - Meaning, importance, differences in HRP and succession planning	2	Flip class	Question & answers
	COMPENSATION & REWARD MANAGEMENT	8 Hrs		
UNIT 5	Job evaluation - Meaning, importance, Techniques	1	Lecture through PPT	Question & answers
	Compensation - Meaning, definition, concepts, objectives, importance of an ideal compensation plan,	3	Lecture through PPT	Case Study
	Recent trends in compensation management	1	Flip class	Question & answers

	Principles and methods of compensation fixation	2	Lecture through PPT	Question & answers
	Rewards - Meaning, importance, types: monetary & non-monetary	1	Lecture through PPT	Activity
UNIT 6	HUMAN RESOURCE AUDITING	10 Hrs		
	Need and purpose	2	Flip class	Question & answers
	Benefits, Process	2	Lecture through PPT	Question & answers
	Approaches to HR audit	2	Lecture through PPT	Activity
	Phases involved in HR audit	2	Lecture through PPT	Online assignment
	Audit report: Meaning	2	Flip class	Question & answers