

# ST.JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

## DEPARTMENT OF BUSINESS ADMINISTRATION

### TEACHING LESSON PLAN (TLP)

Subject Code: M115MC303

Degree/Branch: BBA (Regular)

Subject Name: Human Resources Management

Year/ Sem: II Year / III SEM - ODD

Faculty: Prof. Rency Alex & Dr.D.RajaJebasingh

Total Lecture Hrs: 60

Academic Year: 2017-18 (June 2017 - September 2017)

#### Subject Objective:

The objective of the course is to teach the basic principles 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 projects, Case-analysis, Presentation.

#### Lesson Plan Framework (Module Wise)

Module/ Title/ Hours	Topics for student Preparation	Procedure	Learning outcome	Assessment
<b>Module 1: Brief Introduction to Human Resources Management (HRM)</b>	<b>Introduction:</b> HRM – Meaning, Importance, Objectives, Functions, Processes Systems Approach to HRM – Structure of the HR department, Meaning and reasons for Attrition- Merits and	<ul style="list-style-type: none"><li>• Lecture</li><li>• Case study analysis</li></ul>	Basics of Human Resource Management	Concept based case-building, definition, meaning,Role Plays etc.

8 Hrs	De-merits of Attrition.			
<b>Module 2: HR Planning, Recruitment, Selection and Induction</b>  14 Hrs	HRP: Objectives, Need and Benefits, Process of HRP, Challenges 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	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case study analysis</li> </ul>	How does Planning, Recruiting, Selection & Induction ...etc affect the organization.	Multiple - Choice Questions/ Concept based case-building/definition /meaning/Role Plays/ Quiz, Cross word/ etc.
<b>Module 3: Training &amp; Development</b>  10 Hrs	Meaning, Importance, Benefits, Need, Objectives Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems & Processes	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case study analysis</li> </ul>	Importance of Training and Development in the organization.	Multiple - Choice Questions/ Concept based case-building/definition /meaning/Role Plays/ Quiz, Cross word/ etc.
<b>Module 4: Performance Appraisals and Career</b>	Performance Appraisal: Meaning, need, objectives, uses, process,	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case study analysis</li> </ul>	How performance appraisal is done in the organization and some of the Career	Multiple - Choice Questions/ Concept based case-building/definition

<p><b>Management</b> 10 Hrs</p>	<p>methods (Traditional and Modern methods), essentials of a sound appraisal system, problems of performance appraisal  <b>Career Planning &amp; Development:</b>          Definition, need and importance, career stages, process of career planning and development.          Establishing a career development system – actions and pre-requisites  <b>Succession planning:</b>          Meaning and importance-          Differences in HRP and Succession Planning</p>		<p>management techniques</p>	<p>/ meaning/ Role Plays/ Quiz, Cross word/ etc.</p>
<p><b>Module 5: Compensation and Reward Management</b> 8 Hrs</p>	<p><b>Job Evaluation:</b>          Meaning, Importance and Techniques,  <b>Compensation:</b>          Meaning, definition, concepts and objectives,          Importance of an ideal compensation plan, recent trends in compensation management, Principles and methods of compensation fixation.  <b>Rewards:</b> Meaning</p>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case study analysis</li> <li>• Team project</li> </ul>	<p>Job Evaluation and compensation management.</p>	<p>Mutiple – Choice Questions/ Concept based case-building/ definition / meaning/ Role Plays/ Quiz, Cross word/ etc.</p>

	and Importance – Types of rewards – Monetary and Non Monetary Rewards			
<b>Module 6:</b> <b>Human Resource Auditing</b> 10 Hrs	Need and purpose – Benefits- process- Approches to HR Audit- Phases involved in HR Audit- Audit Reports- Meaning	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Case study analysis</li> <li>• Team project</li> </ul>	How employee relations affect the organization and what are ethical practices that the organization must possess.	Mutiple – Choice Questions/ Concept based case- building/definition /meaning/Role Plays/ Quiz, Cross word/ etc.

## LESSON PLAN FRAMEWORK (HOUR-WISE)

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**Faculty Name(s) : Prof. Rency Alex & Dr.D.RajaJebasingh**    **Total Lecture Hrs: 60**

**Academic Year: 2017-18 (June 2017 - September 2017)**

Sl. No	Unit & Objectives	No. Of Lecture Hours	Methodology/ Instructional Techniques	Evaluation/ Learning Confirmation
<b>Module - I</b>	<b>Brief Introduction to Human Resources Management (HRM)</b>	<b>8</b>		
1.	Meaning – What constitutes HRM, Megatrends in HRM	1	Lecture and illustrations	Question and answer
2.	Definitions and explanations, Evolution of HRM	1	Lecture and illustrations	Question and answer
3.	History of HRM, Features/ Characteristics of HRM	1	Lecture and illustrations	Illustrations
4.	Importance and Objectives of HRM	1	Lecture and illustrations	Question and answer
5.	Functions of HRM, Outsourcing	1	Lecture and illustrations	Question and answer
6.	Challenges before HR manager/ management	1	Lecture and illustrations	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
<b>Module - II</b>	<b>HR Planning, Recruitment, Selection and Induction</b>	<b>14 Hrs</b>		
1.	Meaning, Definition of Planning	1	Lecture and illustrations	Question and answer
2.	Objectives of HR Planning, Need, Benefits of HRP	2	Lecture and illustrations	Question and answer
3.	Limitations of Planning, Planning Process	1	Lecture and illustrations	Question and answer
4.	Challenges to HRP	1	Lecture and illustrations	Question and answer
5.	Recruitment, Definition, Purpose and Importance	1	Lecture and illustrations	Question and answer

**Books for Reference:**

- C. B. Memoria: Personnel Management.
- David Bell: Personnel Management.
- 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.
- T. N. Chhabra & K. K. Aheja: Managing People at Work.
- Amandeep Kaur, Punam Agarwal - Industrial Relations
- A.M. Sarma - Aspects of labour welfare and social security.

**Prof. Rency Alex**

**Dr.D.RajaJebasingh**