

**St. Joseph's College of Commerce
(Autonomous)**

Lesson plan

2017-2018 even semester

IVth Semester BCom TT

C2 15 MC 402: Human Resource Management

Objectives of the subject:

- 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.

Module wise lesson plan

<i>Units</i>	<i>Hours allotted</i>	<i>Topics</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
Module 1: Brief Introduction to Human Resources Management (HRM)	8	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.	Lecture – discussion	To understand basics of Human Resource Management	Interactive question and answer sessions in class

<p>Module 2: HR Planning, Recruitment, Selection and Induction</p>	<p>14</p>	<p>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</p>	<p>Lecture – discussion – case studies</p>	<p>To familiarize the students with the effects of Planning, Recruiting, Selection & Induction etc on the organization.</p>	<p>Evaluation through group assignments</p>
<p>Module 3: Training & Development</p>	<p>10</p>	<p>Meaning, Importance, Benefits, Need, Objectives Identification of Training Needs, Training Methods & Techniques, Evaluation of Training Programmes, Training Management Systems & Processes</p>	<p>Lecture – discussion</p>	<p>To understand the importance of Training and Development in the organization .</p>	<p>Interactive question and answer session in class, and group activity.</p>

<p>Module 4: Performance Appraisals and Career Management</p>	<p>10</p>	<p>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.</p>	<p>Lecture – discussion – case study</p>	<p>To understand how performance appraisal is done in the organization and some of the Career management techniques</p>	<p>Evaluation through group work assignments</p>
<p>Module 5: Compensation and Reward Management</p>	<p>8</p>	<p>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.</p>	<p>Lecture – discussion</p>	<p>To familiarize the students with the various channels of distribution</p>	<p>group activity.</p>

Module 6: Industrial Relations (IR), Employee Welfare & Social Security	10	Human Resource Accounting: Meaning and definition, need, purpose, benefits, process, approaches to HR Audit, Audit phases, Audit reports – meaning.	Lecture – discussion	To understand the how employee relations affect the organization and what are ethical practices that the organization must possess.	group presenta tions.
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Prepared by:- Dr.Ritty Francis