

St. Joseph's College of Commerce (Autonomous)
#163, Brigade Road, Bangalore - 560 025
LESSON PLAN - II BBA ("A & B" SEC)

ODD SEMESTER: JUNE 2018 – OCT 2018

Subject Name: HUMAN RESOURCE MANAGEMENT

Faculty: VEDAPRADHA.R & RAJASHEKAR

Total 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	PPT HOURS	Teaching Methods	EVALUATION/ LEARNING CONFIRMATION
UNIT 1	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	8 Hrs		
	HRM- Meaning, Objectives,	1	PPT	Q & A
	Functions, Processes systems approach to HRM – Structure of the HR department	3	PPT/ Case study	Q & A
	Meaning, Reasons for attrition	2	Case Study	Activity
	Merits & De-merits of attrition	2	PPT	Online assignment
UNIT 2	HR PLANNING, RECRUITMENT, SELECTION & INDUCTION	14 Hrs		
	HRP - Objectives, Need , Benefits, Process of HRP, Challenges in HRP	2	PPT	Q & A
	Recruitment - Definition, Objectives, factors affecting recruitment	2	PPT/ Role Play	Activity
	Sources & techniques, modern technique practices	2	Discussion	Activity
	Selection - Meaning, definition, significance,	2	PPT	Online assignment
	Selection procedures, recent trends in selection	2	PPT	Q & A
	Placement - Meaning , definition	2	Flip Class	Q & A
	Induction - Meaning, definition, process, importance	2	PPT	Activity

UNIT 3	TRAINING & DEVELOPMENT	10 Hrs		
	Meaning, importance, benefits, Need, objectives	2	PPT	Q & A
	Identification of training needs, Training methods & techniques	2	Case Discussion	Q & A
	Evaluation of training programmes,	2	Flip class	Activity
	Training management systems	2	PPT	Online Assignment
	Processes	2	PPT	Q & A
UNIT 4	PERFORMANCE APPRAISALS & CAREER MANAGEMENT	10 Hrs		
	Performance appraisal - Meaning, need, objectives, uses, processes	1	PPT /Role Play	Activity
	Methods - Traditional & modern, Essentials of a sound appraisal system	1	PPT	Online Assignment
	problems in performance appraisal	1	Discussion	Q & A
	Career planning & development - Definition, need, importance, career stages	2	PPT	Q & A
	Process of career planning & development	1	PPT	Activity
	Establishing a career development system - actions & pre-requisites	2	PPT	Online Assignment
	Succession planning - Meaning, importance, differences in HRP and succession planning	2	Flipclass	Q & A
UNIT 5	COMPENSATION & REWARD MANAGEMENT	8 Hrs		
	Job evaluation - Meaning, importance, Techniques	1	PPT	Activity
	Compensation - Meaning, definition, concepts, objectives, importance of an ideal compensation plan,	3	PPT	Online Assignment
	Recent trends in compensation management	1	Flipclass	Q & A
	Principles and methods of compensation fixation	2	PPT	Q & A

	Rewards - Meaning, importance, types: monetary & non-monetary	1	PPT	Activity
UNIT 6	HUMAN RESOURCE AUDITING	10 Hrs		
	Need and purpose	2	Flipclass	Q & A
	Benefits, Process	2	PPT	Q & A
	Approaches to HR audit	2	PPT	Activity
	Phases involved in HR audit	2	PPT	Online assignment
	Audit report: Meaning	2	Flipclass	Q & A

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.
- AmandeepKaur, PunamAgarwal – Industrial Relations
- M. Sarma – Aspects of labour welfare and social security

CIA Components:

The tentative date to complete the CIA is 15th September, 2018. The evaluation scheme is based on the comprehensive and analytical skills of students for the below criteria.

1. Business Activity
2. Quiz
3. Role play, case study
4. FLIP classes

5. Assignments on practical application at different levels of manager.