

**St. Joseph's College of Commerce (Autonomous)**  
**#163, Brigade Road, Bangalore - 560 025**  
**LESSON PLAN - IV BCOM ("B" SEC)/ACCA**

**EVEN SEMESTER: Nov 2017 – Mar 2018**

**Vedapradha. R & Poornima**  
**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.

<b>SL. NO</b>	<b>OBJECTIVES</b>	<b>NO OF LECTURE HRS</b>	<b>TEACHING METHODS</b>	<b>EVALUATION/LEARNING CONFIRMATION</b>
	<b>INTRODUCTION TO HUMAN RESOURCE MANAGEMENT</b>	<b>8 Hrs</b>		
UNIT 1	HRM- Meaning, Objectives,	1	Lecture through PPT	Question & answers
	Functions, Processes systems approach to HRM – structure of the HR department	3	Lecture through PPT	Question & answers
	Meaning, Reasons for attrition	2	Flip class	Activity
	Merits & De-merits of attrition	2	Lecture through PPT	Online assignment
UNIT 2	<b>HR PLANNING, RECRUITMENT, SELECTION &amp; INDUCTION</b>	<b>14 Hrs</b>		

	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	Flip class	Activity
	Selection - Meaning, definition, significance,	2	Lecture through PPT	Online assignment
	Selection procedures, recent trends in selection	2	Lecture through PPT	Question & answers
	Placement - Meaning , definition	2	Flip class	Question & answers
	Induction - Meaning, definition, process, importance	2	Lecture through PPT	Activity
UNIT 3	<b>TRAINING &amp; DEVELOPMENT</b>	<b>10 Hrs</b>		
	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	Flip class	Activity
	Training management systems	2	Lecture through PPT	Online assignment
	Processes	2	Lecture through PPT	Question & answers

UNIT 4	<b>PERFORMANCE APPRAISALS &amp; CAREER MANAGEMENT</b>	<b>10 Hrs</b>		
	Performance appraisal - Meaning, need, objectives, uses, processes	1	Lecture through PPT	Activity
	Methods - Traditional & modern, Essentials of a sound appraisal system	1	Lecture through PPT	Online assignment
	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	Activity
	Establishing a career development system - actions & pre-requisites	2	Lecture through PPT	Online assignment
	Succession planning - Meaning, importance, differences in HRP and succession planning	2	Flip class	Question & answers
UNIT 5	<b>COMPENSATION &amp; REWARD MANAGEMENT</b>	<b>8 Hrs</b>		
Job evaluation - Meaning, importance, Techniques	1	Lecture through PPT	Activity	
Compensation - Meaning, definition, concepts, objectives,	3	Lecture through PPT	Online assignment	

	importance of an ideal compensation plan,			
	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	<b>HUMAN RESOURCE AUDITING</b>	<b>10 Hrs</b>		
	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