

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

EVEN SEMESTER: Nov 2017 – Mar 2018

Subject Name: HUMAN RESOURCE MANAGEMENT

Lecture hours: 60

Teaching Aid- PPT, Video, Case Study

Faculty: Shivakami, Veda/ Poornima/ Dr. Mohan Phillips

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

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

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

Continuous Internal Assessment

1-Reflecting writing-Each student to write a reflective essay on any one of the following topics- Scheduled December 2017.

Topic- a.“Meritocracy is fiction and do not command any merit in promotions”

b.“Teens are sleeping less today. Productivity is at loss.”

c. “HRM cost are overheads.”

2.- Annotated Review of Literature- A concept that is given will have to be reviewed and an annotated essay to be submitted.-

Scheduled January 2018- Individual Assignment.