Name of the Teacher: ASSISTANT PROF.KAVLEEN BHAREJ Class: B.Com General II, Human Resource Management

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Human Resource Management: brief history of HRM, definition and scope, objectives, functions, nature, importance, limitations of HRM; HRM, HRD and personnel management; HRM environment, current and future challenges to HRM. | **Discussion** |
|  | **01-31 Aug 2017** | Human Resource Planning: definition, need for HR planning, objectives, process, factors affecting manpower planning, types of HR planning, problems and suggestions for making HR planning effective, succession planning.Training: meaning, training and education, training and development, objectives, importance, steps in training, designing training programme; Training methods: coaching, apprenticeship, vestibule training, internship and computer based training; Evaluation of training programme. Performance Appraisal: meaning, features, merits, limitations, process and methods of performance appraisal, suggestions to improve performance appraisal, level and ethical issues, potential appraisal. | **Power Point Presentation, Case Study** |
|  | **01-30 Sept 2017** | Job Analysis and Design: meaning and definition, the process of job analysis, methods of collecting job data, potential problems with job analysis; Job design: meaning, factors affecting job design, techniques of job design.Recruitment and Selection: recruitment, meaning, definitions, need, purpose, importance, process recruitment policy and situational factors affecting recruitment; Recruitment: source of recruitment, internal and external methods of recruitment, constraints and challenges of recruitment, recent trends in recruitment, difference between recruitment and selection; Selection: meaning, procedure, process of selection; barriers to effective selection. | **PowerPoint Presentation, Group Discussion and Role play**  |
|  | **01-23 Oct 2017** | Placement, Induction, Internal Mobility and Separations: Placement: meaning, objectives, content and responsibility for induction; Internal Mobility: need, future; Transfer: purpose, type, benefits and problems, transfer policy; Promotion: purpose, basis, promotion policy; Demotion: causes, demotion policy; Separations.  | **Real Life Example Discussions** |
|  | **\*24-13 Nov 2017** | **REFRESHER COURSE ON INFORMATION TECHNOLOGY AT KURUKSHETRA UNIVERSITY** |  |

\*To compensate the days extra lectures were taken

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | HRM Strategies and examples of real companies who have applied them |
| **Assignment 2** | Definition of Selection Process and real examples of recruitment and selection process of renowned company |
| **Class Test** | Human Resource Management, Challenges, Recruitment and Selection, Training |