

# Teaching Lesson Plan

Semester-V

## MJ 10: HUMAN RESOURCE MANAGEMENT

Lecture hours: 60

**OBJECTIVES:** To acquaint the learners with the techniques and principles to manage human resources of an organisation for better performance and workplace environment

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode
<b>Unit-I</b>	<b>Introduction to Human Resource Management</b>	<b>12Hrs</b>		
	Concept and functions; Role, status, and competencies of HR manager; HR policies; Evolution of HRM; Emerging challenges of HRM- Workplace diversity, empowerment, downsizing, VRS, work life balance.	12	PPT, Illustrations	Q & A, Assignments
<b>Unit-II</b>	<b>Procurement of Human Resource</b>	<b>12Hrs</b>		
	Human resource planning- Quantitative and qualitative dimensions; Job analysis – Job description and job specification; Recruitment – concept and sources; Selection – concept and process; Test and interview; Placement, induction and socialization; Retention of employees.	12	PPT, Illustrations	CIA
<b>Unit-III</b>	<b>Upgrading Employees: Training and Development</b>	<b>12Hrs</b>		
	<ol style="list-style-type: none"> <li>1. Concept and significance; Role specific and competency-based training; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, hands on, shadowing, e learning, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing.</li> <li>2. Scope of training; On board, soft skills, technical skills, product &amp; service, quality, antiharassment, legal.</li> </ol>	12	PPT, Illustrations	Q & A, Assignments
<b>Unit-IV</b>	<b>Performance Appraisal and Compensation Management</b>	<b>12Hrs</b>		
	Performance appraisal- Nature, objectives and process; Performance management; Methods of performance appraisal; Potential appraisal; Employee counselling; Job Transfer and promotion. Compensation - Concept and policies, Base and supplementary compensation; Individual, group and organisation incentive plans; Fringe benefits;	12	PPT, Illustrations	Q & A, Assignments

	Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.			
<b>Unit-V</b>	<b>Employee Maintenance, Engagement and Emerging Horizons</b>	<b>12Hrs</b>		
	Employee health and safety; Employee welfare; Social security (excluding legal provisions); Employer employee relations; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery, Stress-free environment, Rejuvenation breaks and leisure activities. Emerging Horizons; Redundant manpower, e-HRM; Human Resource Information System (HRIS); HR Audit, Emerging job opportunities, Talent management, Employee burnout, Work life balance, Work from Home.	12	PPT, Illustrations	Q & A, Assignments

**Reference Books:**

1. Amar kumar Chaudhary & Rakhi Gupta, Human Resource Management, Agra (U.P.), Shiksha Sagar Publisher and Distributors.
2. Aswathappa, K. & Dash, S. (2021). Human Resource Management-Text and cases, B Ninth Edition, Tata McGraw-Hill.
3. Chhabra, T. N. & Chhabra, M. (2020). Human Resource Management. Delhi: Sun India Publications.
4. Decenzo, D.A., & Robbins, S. P. (2009). Fundamental of Human Resource Management. New Jersey; Wiley.
5. Dessler G. & Varrkey B. (2020). Human Resource Management, Sixteenth Edition Pearson Paperback.
6. French, W. L. (2006). Human Resource Management. Boston: Houghton Mifflin.
7. Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.
8. Pattanayak, B. Human Resource Management, 6th ed. PHI learning
9. Prasad, L.M. (2018). Human Resource Management, Delhi: Sultan Chand & Sons
10. Rao, V. S. P. (2020). Human Resource Management. Delhi: Second edition, Taxmann's.
11. Sengupta, A. (2018), Human Resource Management, Sage Textbook

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