Curriculum plan (Odd Semester 2024-25) August 2014-December 2024

Teacher Name: MS. Shweta Raj

Paper name: HRM

Class type: Commerce Generic

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| **Unit to be taken** | **Month wise schedule to be followed** | **Tests/Assignments/ Revision/Presentations etc** |
| **Unit 1: Introduction to HRM (9 hours**)Concept, functions and significance of HRM. Challenges of human resource management. Workplace diversity, employee empowerment, maintaining work life balance, and stress management**Unit 2: Human Resource Planning and Procurement (9 hours)**Quantitative and qualitative dimensions of human resource planning; job analysis, job description and job specification. Recruitment: concept, sources and techniques. Selection: concept and process | 1ST August | Assignment/Newspaper reading/Group discussion |
| **Unit 3: Employee Training and Development (9 hours)**Training: concept and methods; Apprenticeship, understudy, job rotation, vestibule training. case study, role playing, and sensitivity training. Development: In-basket, management games, conferences and seminars, coaching and mentoring, management development programs; Training process outsourcing.  | September | Quiz/Test/Assignment |
| **Unit 4: Performance Appraisal and Employee Compensation (9 hours)**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; Performance linked compensation; Employee stock option; Pay band compensation system; Job evaluation.  | October | Quiz |
| **Unit 5: Employee Maintenance and Emerging issues in HRM (9 hours)**Employee health, welfare and safety; Social security; Employer-employee relations; Grievance handling and redressal; Industrial disputes: Causes and settlement machinery; Contemporary issues in HRM: Human Resource Information System (HRIS); HR Audit, emerging job opportunities, e-HRM, work life balance and work from home.  | November | Assignment/Test |