



**Lesson Plan**

**Program:** BBA **Semester:** II **Course Code:** BBA-203 **Course Name:** Human Resource Management

**Course Objective:** The objective of this course is to develop effective human resource management skills among the students.

**Session Duration:** 60 minutes

**Participants:** BBA 1<sup>st</sup> Year Students

**Entry level knowledge and skills of students**

- i. Fundamentals Of Management
- ii. Organization Behavior

**Equipment required in Classroom/ Laboratory/ Workshop**

- i. Not required any equipment

**Assessment Schemes**

S. No.	Criteria	Marks (100)
1	CCSU End Term Examination	75
2	Internal Evaluation Scheme	25
2(a)	Teacher Assessment (Continuous Evaluation) (Any 2 & attendance)	20
2(a)(i)	Assignment I	10
2(a)(ii)	Assignment II	10
2(a)(iii)	Attendance (compulsory)	5

**Course Outcomes** (starting with action-oriented observable and measurable verb)

**(CO1):** Gaining Knowledge of basic concept of human resource management

**(CO2):** Understand & apply the knowledge of Human Resource Policies & Strategies

**(CO3):** Developing effective Human Resource Procurement & Mobility Productivity in organization

**(CO4):** Understand & analyse the Employee Compensation & Employees Relation

L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
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Unit - 1							
1.	Introduction to HRM	Definition & Characteristics		Lecture	1		
2.	Introduction to HRD	Definition & Characteristics		Lecture	1		
3.	HRM	Objectives & Process		Lecture	1		
4.	HRM vs. Personnel Management	Difference		Lecture	1		
5.	HRM Vs. HRD	Difference		Lecture	1		
6.	HRD	Objectives & focus		Lecture	1		
7.	HRD	Structure of HRD System,		Lecture	1		
8.	HRD	Role of HRD manpower		Lecture	1		
Unit - 2							
9.	Human Resource Procurement	Definition & Characteristics		Lecture	2		
10.	Mobility Productivity & improvement job analysis	Definition & Characteristics		Lecture	2		
11.	Job design, work measurement , ergonomics	Definition & Characteristics		Lecture	2		
12.	Human Resource planning-	objectives, activities, manpower requirement process		Lecture	2		
13.	Recruitment & Selection,	Definition, Characteristics & Types		Lecture	2		
14.	Career planning & development	Definition & Characteristics		Lecture	2		
15.	Training methods,	Definition, Characteristics & Types		Lecture	2		
16.	performance appraisal, Promotion &	Definition, Characteristics & Types		Lecture	2		



	Transfer						
<b>Unit - 3</b>							
17.	Human Resource Procurement & Mobility Productivity	Definition, & Types		Lecture	2		
18.	Job analysis & Job design	Definition & Process		Lecture	2		
19.	work measurement , ergonomics	Definition & Process		Lecture	2		
20.	Human Resource planning	objectives, activities, manpower requirement process,		Lecture	2		
21.	Recruitment & Selection,	Definition, & Types		Lecture	3		
22.	Career planning & developmen, training methods	Definition, & Types		Lecture	3		
23.	performance appraisal	Definition, & Types		Lecture	3		
24.	Promotion & Transfer	Definition & Importance		Lecture	3		
<b>Unit - 4</b>							
25.	Employee Compensation	Types		Lecture	3		
26.	Wage policy	Description policy		Lecture	3		
27.	Wage determination	Policy		Lecture	3		
28.	Wage board	Description		Lecture	3		
29.	factors affecting wages & Salary, systems of payments	factors affecting wages & Salary		Lecture	3		
30.	Job evaluation	Process		Lecture	3		
31.	components of	components of wage/salary-DA,		Lecture	3		



	wage/salary-DA,						
32.	components of incentives, bonus, fringe benefits	components of incentives, bonus, fringe benefits		Lecture	3		
<b>Unit - 5</b>							
33.	Employee relations Discipline	Definition & Characteristics		Lecture	4		
34.	Grievance handling	Process		Lecture	4		
35.	Trade unions	Type		Lecture	4		
36.	Trade unions	Problems		Lecture	4		
37.	e-HRM	Nature, e-activities		Lecture	4		
38.	e-HRM	Recruitment & selection		Lecture	4		
39.	e-HRM	performance management					
40.	e-HRM	compensation					
<b>Revision</b>							
41.	Unit 1	Question Paper		Discussion	1		
42.	Unit 2	Question Paper		Discussion	2		
43.	Unit 2	Question Paper		Discussion	2		
44.	Unit 3	Question Paper		Discussion	3		
45.	Unit 3	Question Paper		Discussion	3		
46.	Unit 4	Question Paper		Discussion	4		
47.	Unit 5	Question Paper		Discussion	4		
48.	Unit 5	Question Paper		Discussion	4		

**Text Books:** Personnel Management; C.B. Memoria

**Reference Books:** 1. Human Resource Management; Dipak Kumar Bhattacharya  
 2. Managing Human Resource; Arun Monappa

**Journals:** HRM Review

**Electronic Database:** E-Books



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