

Session: 2019-2020

Course: B.B.A

Name of the Faculty	:	Dr. Manju Singh
Discipline	:	Management
Semester	:	4TH
Subject	:	Human Resources Management
Lesson Plan Duration	:	15 Weeks (Dec. TO April)
Work load (Lectures/Practical)		
Per week (in hours)	:	Lectures-03, Practicals-00

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC (including assignment /test)	PRACTICAL DAY	TOPIC
1 <sup>ST</sup>	1 <sup>st</sup>	Introduction – nature	<b>NO PRACTICALS</b>	
	2 <sup>nd</sup>	Scope of human resource management, HRM		
	3 <sup>rd</sup>	objectives and functions		
2 <sup>ND</sup>	1 <sup>st</sup>	HRM policies		
	2 <sup>nd</sup>	HRM in globally competitive environment		
	3 <sup>rd</sup>	Strategic human resource management		
3 <sup>rd</sup>	1 <sup>st</sup>	HR outsourcing – BPO, KPO		
	2 <sup>nd</sup>	<b>Presentation of students</b>		
	3 <sup>rd</sup>	Acquiring human resources – human resource planning		
4 <sup>th</sup>	1 <sup>st</sup>	job analysis		
	2 <sup>nd</sup>	job design		
	3 <sup>rd</sup>	<b>Assignment</b>		
5 <sup>th</sup>	1 <sup>st</sup>	employee involvement		
	2 <sup>nd</sup>	flexible work schedule		
	3 <sup>rd</sup>	recruitment		
6 <sup>th</sup>	1 <sup>st</sup>	Selecting human resources		
	2 <sup>nd</sup>	placement and induction		
	3 <sup>rd</sup>	right sizing		
7 <sup>th</sup>	1 <sup>st</sup>	Developing human resources – employee training		
	2 <sup>nd</sup>	<b>Assignment</b>		
	3 <sup>rd</sup>	training need assessment		

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8 <sup>th</sup>	1 <sup>st</sup>	training methods and evaluation	<b>NO PRACTICALS</b>
	2 <sup>nd</sup>	cross-cultural training	
	3 <sup>rd</sup>	designing executive development programme	
9 <sup>th</sup>	1 <sup>st</sup>	<b>Presentation of students</b>	
	2 <sup>nd</sup>	techniques of executive development	
	3 <sup>rd</sup>	career planning and development	
10 <sup>th</sup>	1 <sup>st</sup>	Employee retention, Succession planning	
	2 <sup>nd</sup>	planning and development	
	3 <sup>rd</sup>	Enhancing and rewarding performance	
11 <sup>th</sup>	1 <sup>st</sup>	<b>Assignment</b>	
	2 <sup>nd</sup>	establishing the performance	
	3 <sup>rd</sup>	management system	
12 <sup>th</sup>	1 <sup>st</sup>	establishing rewards and pay plans	
	2 <sup>nd</sup>	employee benefits	
	3 <sup>rd</sup>	ensuring a safe and healthy work environment	
13 <sup>th</sup>	1 <sup>st</sup>	Balance Scorecard	
	2 <sup>nd</sup>	Competency based HRM	
	3 <sup>rd</sup>	Revision	
14 <sup>th</sup>	1 <sup>st</sup>	Revision	
	2 <sup>nd</sup>	Revision	
	3 <sup>rd</sup>	Revision	
15 <sup>th</sup>	1 <sup>st</sup>	<b>2<sup>nd</sup> Sessional Examination</b> Syllabus revision	
	2 <sup>nd</sup>		
	3 <sup>rd</sup>		
	4 <sup>th</sup>		<b>2<sup>nd</sup> Sessional Examination</b>