

Lecture Plan							
Name of the college: Government College of Arts, Science and Commerce, Sanquelim – Goa.							
Name of Faculty: Prashant V Bhonsle				Subject: Human Resource Management			
Paper code: UCOC 112				Program: TYBCOM		Division: A	
Academic year: 2024 - 2025				Semester: VI		Total Lectures: 60	
Course Objectives: To enable the students to understand and comprehend the vital issues of HRM in a dynamic environment.							
Expected Course Outcome: The students will be able to explain the concept and process of HRM, describe a system of wage payment forms of employee empowerment and workers’ participation in management, understand the objectives of labour welfare and list the functions of Trade Unions and Examine the recent trends in Human resource management.							
Student Learning Outcome: Students will be able to explain various concepts of HRM, and will describe the System of wage payment, employee empowerment, and labour welfare. And the recent trend in Human Resource Management.							
Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
December	9th Dec	14th Dec	4	Unit I: Introduction to HRM – Introduction to subject and dictation of syllabus, Meaning	-	SmartBoard	Human Resource Management by Seema & Sanghi published by Vikas Publishing House. Human Resource

				and Importance of HRM,			Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	16th Dec	21st Dec	2	Human resource planning – meaning & objectives		SmartBoard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.

							Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
December/ January	23rd Dec	1st Jan	Vacation	-	Vacation		
	2nd Jan	4th Jan	1	Broad Areas of Human Resource planning and Importance of HRP		SmartBoard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.

January	6th Jan	11th Jan	4	Job analysis – meaning, components, Process and methods of data collection for Job analysis, Job Design – Meaning & Techniques, HRP -Process, Recruitment – meaning and Internal factors	Homework Factors affecting job design	SmartBoard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	13th Jan	18th Jan	4	Recruitment external factors, Selection – meaning, process, placement, business process outsourcing, need , for BPO, Advantages of BPO	Exercise on HR outsourcing opportunities in India.	Greenboard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr.

							<p>S.S. Khanka, Sultan Chand.</p> <p>Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.</p> <p>Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.</p>
	20th Jan	25th Jan	4	<p>Unit II: - Employee Compensation, Empowerment and Participation</p> <p>Employee Compensation, concept of wage, factors determining wage rate, essentials of wage system and system of wage payment.</p> <p>ISA 1 – Assignment</p>	<p>Assignment –</p> <p>1. What is Job Analysis? Explain its components.</p> <p>2. Prepare Job description and Job specification for the job of production manager or human resource manager or marketing manager.</p>	Greenboard	<p><i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.</p> <p>Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.</p> <p>Industrial and Human resource</p>

							management by N.G. Kale and M. Ahmad, Vipul Publication.
January/ February	27th Jan	1st Feb	4	Individual wage incentive plan – meaning, Halsey premium plan, Rowan Plan and Taylors differential piece rate system. Group incentive plan – meaning, profit sharing scheme – features, advantages & disadvantages.	Instructed students to study wage incentive plans of companies.	Board	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	3rd Feb	8th Feb	4	Co-partnership – meaning, features, advantages and limitations. Payment of Bonus & ESOP's			<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human

							<p>Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.</p> <p>Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.</p> <p>Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.</p>
	10th Feb	15th Feb	4	<p>Employee empowerment – meaning, forms & barriers to empowerment.</p> <p>Workers participation in management – Definition, objectives and forms of workers participation in management.</p>	Empowerment in India – a study of company	Board	<p><i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.</p> <p>Personnel Management and Industrial relations by Rustom S.</p>

							Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	17th Feb	22nd Feb	4	Unit III: Labour Welfare and Trade Unions Labour welfare – concept & objectives, labour welfare agencies – Government, employers and Trade union, Labour welfare programmes in Industries – Statutory and non-statutory measures.	Exercise on Non-statutory measures undertaken by the companies.	Smartboard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
February/ March	24th Feb	1 st Mar	3	Trade Union-Definition,	Activities performed by	Board	<i>Human Resource Management</i> by

				functions, weaknesses and problems of Trade Union	trade unions in specific organisation.		Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	3 rd Mar	8 th March	4	Suggestions for healthy growth of Trade Union, challenges faced by Trade Union in the light of globalization. ISA 2 - Written		Smartboard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.

							<p>Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.</p> <p>Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.</p>
	10th Mar	15 th March	3	<p>Labour turnover & labour absenteeism – meaning, causes, effect and measures to minimize labour turnover & labour absenteeism.</p>			<p><i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.</p> <p>Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.</p> <p>Industrial and Human resource management by N.G. Kale and M.</p>

							Ahmad, Vipul Publication.
	17 th Mar	22 nd Mar	4	Unit IV: Trends in HRM HRM in changing environment – changing environment & challenges before HR Manager.	Challenges before HR Manager in today's competitive world.	Smartboard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	24 th Mar	29 th Mar	4	Competencies and learning organisation: employee branding, the need for innovation.		Board	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text

							and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
March/ April	31 st March	5 th April	3	Creating an innovative organisation, managerial roles, creating the innovation culture and Revision		Board	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications.

							Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.
	7 th April	12 th April	4	Re-engineering: The role of HR in Business Process re-engineering.		Smartboard	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Personnel Management and Industrial relations by Rustom S. Davar, Vikas Publications. Industrial and Human resource management by N.G. Kale and M. Ahmad, Vipul Publication.

* Assessment Rubrics

Component	Max Marks
ISA 1	10
ISA 2	10
Practical	
Project	
Semester End Exam	80