

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: CBM-301				Program: TYBCOM		Division:	
Academic year: 2025 - 2026				Semester: V		Total Lectures: 66	
Course Objectives: 1. To understand the importance of Human Resource at the work place 2. To familiarize the students to the prevailing environment in the context of human resource management 3. To provide an exposure to the different aspects of managing people in the organisations from the stage of acquisition to development and retention. 4. To create an awareness about modern HRM practices to meet needs of changing business environment.							
Expected Course Outcome: The students will be able to describe the concept of Human Resource Management and it’s relevance, Develop an understanding about basics of compensation management and Performance appraisal, Examine the welfare facilities offered to employees and Comprehend the prevailing HR scenario.							
Student Learning Outcome: The students will be able to describe the concept of Human Resource Management and it’s relevance, Develop an understanding about basics of compensation management and Performance appraisal, Examine the welfare facilities offered to employees and Comprehend the prevailing HR scenario.							
Month	Lecture From	Lecture To	No. of lectures allotted	Topic, Subtopic to be covered	Exercise/ Assignment	ICT Tools	Reference books
JUNE	20 TH JUNE	21 ST JUNE		YOGA	-		

	23 rd June	30 th June	05	Unit I: Introduction to HRM – Introduction to subject and dictation of syllabus, Meaning and Importance of HRM, Scope of HRM, Changing Role of HRM in the changing environment.		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
JULY	1 st July	5 th July	04	Human resource planning – meaning, Importance, & Process, Job Analysis- Concept		Smart Board & Green Board	
	7 th July	12 th July	04	Job Design- Meaning, methods, factors affecting job design and techniques of job design	Assignment on Job Description for the post of HR Manager	Smart Board & Green 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.

							Human resource management by N.G. Kale, Vipul Publication.
	14 th July	19 th July	04	Career Planning – concept & Process Recruitment – meaning and sources, Selection – meaning and Procedure and Placement.		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	21 st July	26 th July	04	Unit 2: Employee-Up Gradation, Appraisal & Compensation. Training & Development Upgradation – concept, advantages and disadvantages, methods- Apprenticeship,		Greenboard	<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. Human resource management by

				Understudy and Job Rotation.			N.G. Kale, Vipul Publication.
	28 th July	31 st July	04	Vestibule training, case study, role playing, E-Learning, sensitivity training, In-Basket exercise and Management Games.	Training Methods followed by any 1 company from sattari & bicholim Taluka	Greenboard	<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. Human resource management by N.G. Kale, Vipul Publication.
August	1 st August	9 th August	04	Performance Appraisal – Concept and Process, Methods of performance appraisal – confidential report, rating scale method 1 st ISA - Assignment		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.

	11 th August	16 th August	04	Critical Incident Method, modern method- MBO, 360 degree feedback and Assessment center.		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	18 th August	23 rd August	04	Employee counselling, Job transfer and Promotion, Compensation-concept, Fringe Benefits, performance linked compensation, employee stock option.	Promotion policy followed by any 1 company in sattari & bicholim taluka	Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	25 th August		01	REVISION		Smartboard	<i>Human Resource Management</i> by Seema & Sanghi

		30 th August					published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Human resource management by N.G. Kale, Vipul Publication.
September	1 st September	6 th September	03	Unit III: Labour Welfare and Trade Unions Labour welfare – concept & objectives, labour welfare agencies – Government & employers, Labour welfare programmes in Industries – Statutory		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	8 th September	13 th September	04	non-statutory measures. Trade Union- Definition, functions, Challenges faced	Non-statutory facilities followed by Nestle Company.	Smart Board & Green Board	<i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human

				by trade unions, suggestions for growth of Trade Union. 2ND ISA- Written Test			Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand. Human resource management by N.G. Kale, Vipul Publication.
	15 th September	20 th September	04	labour absenteeism – meaning, causes, effect and measures to minimize labour absenteeism. Employee retention – meaning.		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	22 nd September	27 th September	04	Reasons for employee retention, methods to retain employees.		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
	29 th September	30 th September	02	<u>Unit 4:</u> <u>Contemporary Issues in HRM</u> Business Process Outsourcing - Meaning, Need for outsourcing, Employee Engagement - Meaning, Green HRM - Meaning		Smart Board & Green 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. Human resource management by N.G. Kale, Vipul Publication.
October	1 st October	4 th October	02	Quality of Work Life - Meaning, Benefit, Work from Home, Work-life Balance Talent Management - Meaning, Benefits.	Find out the companies which follows work from home.	Smart Board & Green 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.

							Human resource management by N.G. Kale, Vipul Publication.
	6 th October	11 th October	04	Moonlighting – Meaning, Advantages & Disadvantages Voluntary Retirement Scheme - Reasons, Advantages, Disadvantages. 3 rd ISA - Assignment	Homework on VRS	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. Human resource management by N.G. Kale, Vipul Publication.
	13 th October	18 th October	04	AI – meaning, Barriers in adopting AI in Human Resources. Revision		Smart Board & Green 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. Human resource management by

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*** Assessment Rubrics**

Component	Max Marks
ISA 1	10
ISA 2	10
ISA 3	10
Best 2 ISA to be considered	
Practical	
Project	
Semester End Exam	80