

| Lecture Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |                       |                          |                                    |                      |                    |                              |
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| 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: 2026- 2027                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                       |                          | Semester: V                        |                      | Total Lectures: 62 |                              |
| <b>Course Objectives:</b> 1. To understand the importance of Human Resource at the work place<br>2. To familiarize the students to the prevailing environment in the context of human resource management<br>3. To provide an exposure to the different aspects of managing people in the organisations from the stage of acquisition to development and retention.<br>4. To create an awareness about modern HRM practices to meet needs of changing business environment. |                       |                       |                          |                                    |                      |                    |                              |
| <b>Expected Course Outcome:</b> 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.                                                                                                                                               |                       |                       |                          |                                    |                      |                    |                              |
| <b>Student Learning Outcome:</b> 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 19 <sup>th</sup> June | 27 <sup>th</sup> June | 05                       | Unit I: Introduction to            |                      | Green Board        | Human Resource Management by |

|      |                       |                       |    |                                                                                                                                                                |                                                          |             |                                                                                                                                                                                               |
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|      |                       |                       |    | <b>HRM</b> – Introduction to subject and dictation of syllabus, Meaning and Importance of HRM, Scope of HRM, Changing Role of HRM in the changing environment. |                                                          |             | Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.<br>Human resource management by N.G. Kale, Vipul Publication |
|      | 29 <sup>th</sup> June | 30 <sup>th</sup> June | 01 | Human resource planning – meaning, Importance,                                                                                                                 |                                                          | Green Board | Human resource management by N.G. Kale, Vipul Publication                                                                                                                                     |
| JULY | 1 <sup>st</sup> July  | 4 <sup>th</sup> July  | 03 | HRP- Process, Job Analysis- Concept, Job Design- Meaning                                                                                                       | Assignment on Job Description for the post of HR Manager | Green Board |                                                                                                                                                                                               |
|      | 6 <sup>th</sup> July  | 11 <sup>th</sup> July | 04 | Job Design- methods, factors affecting job design and techniques of job design                                                                                 |                                                          | Green Board | <i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource                                                                                        |

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|  |                       |                       |    |                                                                                                                                                        |                                                                   |             | Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.<br>Human resource management by N.G. Kale, Vipul Publication.                                                                                                        |
|  | 13 <sup>th</sup> July | 18 <sup>th</sup> July | 04 | Career Planning – concept & Process<br>Recruitment – meaning and sources, Selection – meaning and Procedure and Placement.                             | Find out selection process of ACGL Ltd. For Administrative staff. | 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.<br>Human resource management by N.G. Kale, Vipul Publication. |
|  | 20 <sup>th</sup> July | 25 <sup>th</sup> July | 04 | <b>Unit 2: Employee-Up Gradation, Appraisal &amp; Compensation. Training &amp; Development</b><br>Upgradation – concept, advantages and disadvantages, |                                                                   | Greenboard  | <i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr.                                                                                          |

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|        |                        |                        |    | methods-<br>Apprenticeship,<br>Understudy and<br>Job Rotation,<br>Vestibule training.                                                                                         |                                                                                             |                | S.S. Khanka, Sultan<br>Chand.<br>Human resource<br>management by<br>N.G. Kale, Vipul<br>Publication.                                                                                                                                                                       |
|        | 27 <sup>th</sup> July  | 31 <sup>st</sup> July  | 03 | case study, role<br>playing, E-<br>Learning,<br>sensitivity training,<br>In-Basket exercise<br>and Management<br>Games.<br><br><b>1<sup>st</sup> ISA -<br/>Assignment</b>     | Training<br>Methods<br>followed by<br>any 1 company<br>from sattari &<br>bicholim<br>Taluka | Greenboard     | <i>Human Resource<br/>Management</i> by<br>Seema & Sanghi<br>published by<br>Vikas Publishing<br>House. Human<br>Resource<br>Management (Text<br>and Cases) by Dr.<br>S.S. Khanka, Sultan<br>Chand.<br>Human resource<br>management by<br>N.G. Kale, Vipul<br>Publication. |
| August | 1 <sup>st</sup> August | 8 <sup>th</sup> August | 05 | Performance<br>Appraisal –<br>Concept and<br>Process, Methods<br>of performance<br>appraisal –<br>confidential report,<br>rating scale<br>method, Critical<br>Incident Method | Performance<br>appraisal<br>methods<br>followed by<br>Nestle Ltd.<br>Bicholim.              | Green<br>Board | <i>Human Resource<br/>Management</i> by<br>Seema & Sanghi<br>published by<br>Vikas Publishing<br>House. Human<br>Resource<br>Management (Text<br>and Cases) by Dr.<br>S.S. Khanka, Sultan<br>Chand.                                                                        |

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|  |                         |                         |    |                                                                                                                            |                                                                         |             | Human resource management by N.G. Kale, Vipul Publication.                                                                                                                                                                         |
|  | 10 <sup>th</sup> August | 15 <sup>th</sup> August | 03 | Modern method-MBO, 360 degree feedback and Assessment centre, Employee counselling.                                        |                                                                         | 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.<br>Human resource management by N.G. Kale, Vipul Publication. |
|  | 17 <sup>th</sup> August | 22 <sup>rd</sup> August | 04 | 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 | 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.<br>Human resource management by                               |

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|           |                           |                            |    |                                                                                                                                                                                                                                                                                                               |                                      |             | N.G. Kale, Vipul Publication.                                                                                                                                                                                                      |
|           | 24 <sup>th</sup> August   | 31 <sup>st</sup> August    | 05 | <b>Unit III: Labour Welfare and Trade Unions</b><br><br>Labour welfare – concept & objectives, labour welfare agencies – Government & employers, Labour welfare programmes in Industries – Statutory & non-statutory measures, Trade Union-Definition, functions.<br><b>2<sup>nd</sup> ISA – Written Test</b> |                                      | 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.<br>Human resource management by N.G. Kale, Vipul Publication. |
| September | 1 <sup>st</sup> September | 5 <sup>th</sup> September  | 03 | Challenges faced by trade unions, suggestions for growth of Trade Union.<br>labour absenteeism – meaning, causes,                                                                                                                                                                                             |                                      | Green Board | <i>Human Resource Management</i> by Seema & Sanghi published by Vikas Publishing House.                                                                                                                                            |
|           | 7 <sup>th</sup> September | 12 <sup>th</sup> September | 04 |                                                                                                                                                                                                                                                                                                               | Non-statutory facilities followed by | Green Board | <i>Human Resource Management</i> by Seema & Sanghi                                                                                                                                                                                 |

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|  |                            |                            |    | effect and measures to minimize labour absenteeism.<br>Employee retention – meaning, Reasons for employee retention, methods to retain employees.                                                                               | Nestle Company. |             | published by Vikas Publishing House. Human Resource Management (Text and Cases) by Dr. S.S. Khanka, Sultan Chand.<br>Human resource management by N.G. Kale, Vipul Publication.                                                    |
|  | 14 <sup>th</sup> September | 19 <sup>th</sup> September | -  | GANESH BREAK                                                                                                                                                                                                                    |                 |             |                                                                                                                                                                                                                                    |
|  | 21 <sup>st</sup> September | 26 <sup>th</sup> September | 04 | <b><u>Unit 4:</u></b><br><b><u>Contemporary Issues in HRM</u></b><br>Business Process Outsourcing - Meaning, Need for outsourcing, Employee Engagement - Meaning, Green HRM – Meaning, Quality of Work Life - Meaning, Benefit, |                 | 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.<br>Human resource management by N.G. Kale, Vipul Publication. |
|  | 28 <sup>th</sup> September | 30 <sup>th</sup> September | 02 | Work from Home, Work-life Balance, Talent                                                                                                                                                                                       |                 | Green Board | <i>Human Resource Management</i> by Seema & Sanghi                                                                                                                                                                                 |

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|         |                         |                          |    | Management -<br>Meaning, Benefits.<br><b>3<sup>rd</sup> ISA</b>                                                                                  |                                                                  |                | published by<br>Vikas Publishing<br>House.                                                                                                                                                                                                                                 |
| October | 1 <sup>st</sup> October | 3 <sup>rd</sup> October  | 01 | Moonlighting –<br>Meaning,<br>Advantages &<br>Disadvantages.                                                                                     | Find out the<br>companies<br>which follows<br>work from<br>home. | Green<br>Board | <i>Human Resource<br/>Management</i> by<br>Seema & Sanghi<br>published by<br>Vikas Publishing<br>House. Human<br>Resource<br>Management (Text<br>and Cases) by Dr.<br>S.S. Khanka, Sultan<br>Chand.<br>Human resource<br>management by<br>N.G. Kale, Vipul<br>Publication. |
|         | 5 <sup>th</sup> October | 10 <sup>th</sup> October | 04 | Voluntary<br>Retirement Scheme<br>- Reasons,<br>Advantages,<br>Disadvantages, AI<br>– meaning, Barriers<br>in adopting AI in<br>Human Resources. | Homework on<br>VRS                                               | Green<br>Board | <i>Human Resource<br/>Management</i> by<br>Seema & Sanghi<br>published by<br>Vikas Publishing<br>House. Human<br>Resource<br>Management (Text<br>and Cases) by Dr.<br>S.S. Khanka, Sultan<br>Chand.<br>Human resource<br>management by<br>N.G. Kale, Vipul<br>Publication. |

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|  | 12 <sup>th</sup> October | 14 <sup>th</sup> October | 02 | Revision |  | 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.<br>Human resource management by N.G. Kale, Vipul Publication. |
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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        |