**LESSON-PLAN (Session 2021-22) Even Semester**

**Name of Professor**: Ms. Manisha

**Subject: Human Resource Management**

**Class: B.Com III (VI Sem)**

**Subject/Paper: BC 606**

| **Sr. No.** | **Days** | **Topics to be covered** | **Remarks if any** |
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|  | **01-04-2022to 15-04-2022** | **Human resource management: meaning, nature, history and scope, objectives, functions, importance;**  **HRM vs. HRD and personal management.** |  |
|  | **16-04-2022-30-04-2022** | Human resource planning: meaning, importance, objectives, process, factors affecting manpower  planning, problems and suggestions for making HR planning effective. |  |
|  | **01-05-2022to 15-05-2022** | Job Analysis: meaning, process of job analysis, methods of collecting job analysis data, potential  problems with job analysis; job description and job specification. |  |
|  | **16-05-2022-31-05-2022** | Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment; source of recruitment,  internal and external methods of recruitment. Selection: meaning, purpose, difference between  recruitment and selection; process of selection; barriers to effective selection. |  |
|  | **01-06-2022to 15-06-2022** | Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives,  content and responsibility for induction; internal mobility: meaning & need; transfer: purpose, types;  benefits and problems, transfer policy; promotion: purpose, basis, promotion policy; demotion: causes,  demotion policy. |  |
|  | **16-06-2022-30-06-2022** | Training: meaning, training and education, training and development, objectives, importance, steps in  designing training programme; training methods: on-the-job and off-the-job methods. |  |
|  | **01-07-2022to 16-07-2022** | Performance appraisal: meaning, features, merits, limitations, process and methods of performance  appraisal. |  |

\*Vacation as per university calendar

\*Assignments and unit test will be taken as per schedule.