

SARASWATI MAHILA MAHAVIDYALAYA, PALWAL

LESSON PLAN

Class : B. Com II Year

Semester : 3rd

Paper : Human Resource Management Session : 2020-2021

Lectures	Topic
L1	Introduction of subject's syllabus
L2.	Introduction with students
L3-22	Unit I
	An introduction to Human Resource Management (HRM) : Definition, Importance, Objectives and scope of HRM. Functions of HRM : Managerial and Operative Functions. Qualifications and Qualities of HRM Manager in an Organisation. Evolution and growth of HRM in India.
	Unit-II
L23-42	Recruitment, Selection and Training; Recruitment: Meaning, Definitions, Steps in recruitment policy, sources and modes of recruitment, Factors affecting recruitment.

Lectures	Topic
	Selection: Meaning, Essentials of selection Procedure, Stages in Selection procedure.
	Training: Concept, Need and importance of training. Methods of training: On the job training + off the job training, Principles of training, Evaluation of Training Programme in India.
L 43 -	Unit - III.
L 72	Wage and Wage Incentives: Wages; Meaning, objectives and Theories of wages. Methods of Wage Programme: Time wages and Piece wage methods. Concepts of Wages: Fair, Minimum and living wage, Factors determining wage structure of an organisation, Essentials of wage-Policy. Wage Incentives: Concept, Need and Importance of Incentives. Special incentives: Profit sharing and Labour Co-Partnership and Essentials of ideal Incentives System.

Lectures	Topic
L 73 -	Unit - IV
L 90	<p>Industrial Relations and Industrial Unrest: Industrial - Relations: Concept, Importance and objectives of industrial relations, Contents of industrial relations. Participants of industrial relations and Requisites of good industrial relation Programme.</p> <p>Industrial Unrest: Meaning, Forms and Causes of Industrial disputes, impact of industrial unrest on the Economy, Preventive and curative methods and Agencies for reconciliation of industrial unrest.</p> <hr/>
	<p>Above Plan includes: Revision, Tests, Assignments and Presentations.</p>