

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**  
**COURSE PLAN June - November 2024**

**Department** : MA HRM  
**Name/s of the Faculty** : Ms.Indumathi MK  
**Course Title** : Human Resource Management  
**Course Code** : 23HR/PC/HM14  
**Shift** : II

**COURSE OUTCOMES (COs)**

| <b>COs</b> | <b>Description</b>  | <b>CL</b> |
|------------|---|-----------|
| <b>CO1</b> | Recall and translate the knowledge on HR concepts to explain its relevance in organisation. | K1,K2     |
| <b>CO2</b> | Apply the methods and concepts for effective HR planning.                                   | K3        |
| <b>CO3</b> | Illustrate training programs to enhance employee skills and performance.                    | K4        |
| <b>CO4</b> | Examine approaches to motivate diverse workforce for personnel and organisational growth.   | K5        |
| <b>CO5</b> | Formulate innovative practices and strategies for cordial industrial relations.             | K6        |

| Week                                       | Unit No. | Content  | Cognitive Level | Teaching Hours | COs   | Teaching Learning Methodology         | Assessment Methods |
|--|----------|--|-----------------|----------------|-------|---------------------------------------|--------------------|
| Jun 24 – 26, 2024<br>(Day Order 4 - 6)     | 1        | <b>Introduction</b><br>1.1 Introduction of Human Resources Management: Definition, Importance of Human Resources.<br>1.2 Objectives of Human Resources Management, Qualities of a good personnel managers                    | K1,K2<br>K1,K2  | 2<br>3         | CO1-5 | Presentation, Case Analysis           | CA and assignment  |
| Jun 27 – July 4, 2024<br>(Day Order 1 - 6) | 1        | 1.3 Evolution and growth of Personnel Management in India<br>1.4 Human Resource Policies: Need, type and scope and Advantages  | K3,K4<br>K5,K6  | 4<br>1         | CO1-5 | Presentation, Storytelling            | CA and exam        |
| July 5 – 12, 2024<br>(Day Order 1 - 6)     | 2        | <b>Human Resource Planning</b><br>2.1 Human Resources Planning: Significance and Objectives of Human Resource Management Long and Short-term planning, Job Analysis, Skills inventory, Job Description and Job Specification | K1-K4           | 4              | CO1-5 | Presentation, Role play               | CA and exam        |
| July 15 – 23, 2024<br>(Day Order 1 - 6)    | 2        | 2.2 Recruitment and selection: Purposes, types and methods of recruitment, Relative merits and demerits of the different methods<br>2.3 Selection - Purposes, process and types of test                                      | K1-K6<br>K1-K6  | 3<br>2         | CO1-5 | Presentations, Role play , case study | CA and assignment  |

|   |                      |   |                |        |       |                                 |                   |
|---|----------------------|---|----------------|--------|-------|---------------------------------|-------------------|
| July 24 – 31, 2024<br>(Day Order 1 - 6) | 2                    | 2.4 Functions and Scope of Human Resource Management from Procurement to Separation: Placement, Induction, Transfer, Promotions, Disciplinary actions, Termination<br>2.5 Services: Resignation, Dismissal, Retrenchment and Voluntary Retirement Schemes, Exit Interviews, Prevention of employee turnover | K1-K6<br>K1-K6 | 2<br>2 | CO1-5 | Presentation, case study        | CA and exam       |
| Aug 1 – 5, 2024<br>(Day Order 1 - 3)    | 3                    | <b>Developing Human Resource</b><br>3.1 Orientation and Placement<br>3.2 Training: Importance, Need & Types, Training Methods- On-the Job, Off- the Job   | K1-K3<br>K1-K6 | 1<br>4 | CO1-5 | Presentation, Learning by doing | CA and exam       |
| Aug 6 – 10, 2024                        | <b>C.A. Test - I</b> |   |                |        |       |                                 |                   |
| Aug 12 – 14, 2024<br>(Day Order 4-6)    | 3                    | 3.3 Training: Methods of Executive Development Programs   | K1-K6          | 4      | CO1-5 | case study, Learning by Doing   | CA and assignment |
| Aug 16 – 23, 2024<br>(Day Order 1-6)    | 3                    | 3.4 Performance Appraisal: Concept, Objectives & Methods of Performance Appraisal   | K1-K6          | 4      | CO1-5 | Presentation, Role play         | CA and exam       |

|  |                       |   |                         |             |       |   |                      |
|--|-----------------------|---|-------------------------|-------------|-------|---|----------------------|
| Aug 27 – Sep 3,<br>2024<br>(Day Order 1-6) | 4                     | <b>Motivating and Compensating Human Resource</b><br>4.1 Motivation: Meaning and Importance, Motivation Theories - Vroom's, Porter Lawler model<br>4.2 Compensation: Factors to be considered for Determination of Wages and Salaries, Types: Monetary and Non-Monetary | K1-K6<br>K1-K6          | 3<br>4      | CO1-5 | Group discussions<br>,Storytelling<br>,Learning by<br>Doing | CA and<br>assignment |
| Sep 4 – 11, 2024<br>(Day Order 1-6)        | 4                     | 4.3 Employees Welfare Programmes: Statutory and Non-Statutory welfare<br>4.4 Incentives and Perquisites: Importance and types.<br>4.5 Fringe Benefits: Meaning, Need, Objectives and Types.   | K3-K6<br>K1-K6<br>K1-K5 | 2<br>2<br>2 | CO1-5 | Presentations, case<br>study                                | CA and<br>assignment |
| Sep 12 - 20, 2024<br>(Day Order 1-6)       | 5                     | <b>HRM Audit</b><br>5.1 HR Audit: Nature and Scope<br>5.2 Approaches to HR Audit  | K1,K2<br>K3,K4          | 2<br>2      | CO1-5 | Presentation,<br>Storytelling , case<br>study               | CA and exam          |
| Sep 23 - 26, 2024<br>(Day Order 1-4)       | 5                     | 5.3 Management of Differences:<br>Grievance Handling:<br>Discipline and Domestic Enquiry  | K3-K6                   | 4           | CO1-5 | Storytelling ,case<br>study                                 | CA and exam          |
| Sep 27 – Oct 3,<br>2024                    | <b>C.A. Test - II</b> |   |                         |             |       |   |                      |
| Oct 4 – 5, 2024<br>(Day 5 & 6)             | 5                     | 5.4 Handling of Sexual Harassment in the Work Place   | K3-K6                   | 2           | CO1-5 | Presentation,<br>Storytelling, case<br>study                | CA and exam          |

|   |                 |   |       |   |       |   |                      |
|---|-----------------|---|-------|---|-------|---|----------------------|
| Oct 7 - 15, 2024<br>(Day Order 1 to 6)  | 5               | 5.5 Industrial Relations                              | K1-K6 | 3 | CO1-5 | Presentation,<br>Group discussions                | CA and<br>assignment |
| Oct 16 - 22, 2024<br>(Day Order 1 to 6) | 5               | Current Trends and Issues in<br>HRM and Case Studies. | K1-K6 | 3 | CO1-5 | Presentations,<br>Group discussions<br>,Role play | CA and exam          |
| Oct 23 - 24, 2024<br>(Day Order 1 to 2) | <b>REVISION</b> |   |       |   |       |   |                      |

| <b>Component Number</b> | <b>Topic</b>  | <b>Assessment Method</b>   | <b>Marks</b> |
|-------------------------|---|--|--------------|
| 1                       | Job Analysis  | Discussion-Students will discuss the job analysis methods assuming the tea shop set up   | 20           |
| 2                       | Training: Methods of Executive Development Programs | Model-Students will prepare model based on different executive training methods          | 20           |
| 3                       | Employees Welfare Programmes                        | Collage work- Students will collect different photos from newspapers and prepare collage | 10           |