

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

Department : Human Resource Management
Name/s of the Faculty : Ms. S Juliet Silviya
Course Title : Performance Appraisal
Course Code : 23HR/PE/PA15
Shift : II

COURSE OUTCOMES (COs)

COs	Description	CL
CO1	Describe the concepts and importance of performance appraisals.	K1,K2
CO2	Apply the principles, benefits, and elements of performance management in an organization.	K3
CO3	Categorize effective wage and salary structures that contribute to economic growth.	K4
CO4	Compare and recommend incentive schemes, rewards and benefits to the employees.	K5
CO5	Create competent counseling skills to develop employee career.	K6

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 24 – 26, 2024 (Day Order 4 - 6)	1	Introduction Performance Appraisal – Concepts, Objectives, Importance and Uses	K1-K3	2	CO 1,2	Lecture, PPT, Discussion, Case Study.	CA, Quiz and Exam
Jun 27 – July 4, 2024 (Day Order 1 - 6)	1	Process of Appraisal	K3-K5	3	CO 1-4	Lecture, PPT, Discussion, Video	CA, Assignment and Exam
		Methods of Appraisal: Traditional Methods	K3 - K5	2	CO 2-5		
July 5 – 12, 2024 (Day Order 1 - 6)	1	Methods of Appraisal: Modern Methods	K3-K5	3	CO 2-5	Lecture, PPT, Discussion, Video	CA and Assignment
		Problems in Appraisal Performance	K3,K4	2	CO 2-3		
July 15 – 23, 2024 (Day Order 1 - 6)	2	Management Process Performance Management: Definition, Objectives, Needs and Importance	K1-K3	2	CO 1-2	Lecture, PPT, Discussion.	CA and Quiz
		Performance Management Cycle	K3,K4	3	CO2-3		
July 24 – 31, 2024 (Day Order 1 - 6)	2	Steps in setting performance criteria	K3-K6	2	CO 2-5	Lecture, PPT, Discussion, Case Study.	CA, Quiz and Exam
		Competency mapping	K1-K6	3	CO 1-5		
Aug 1 – 5, 2024 (Day Order 1 - 3)	3	Wages and Salary Administration Wages: Concepts and Types (Minimum Wage, Fair Wage, Living Wage)	K1-K4	3	CO 1-3	Lecture, PPT, Discussion, Video	CA and Assignment
Aug 6 – 10, 2024	C.A. Test - I						
Aug 12 – 14, 2024 (Day Order 4-6)	3	Essentials of Sound Wage and Salary Structure	K3, K4	2	CO 2,3	Lecture, PPT, Discussion, Video	CA and Assignment
Aug 16 – 23, 2024 (Day Order 1-6)	3	Factors affecting Wages and Methods of Wage Payments	K1-K6	5	CO 1-5	Lecture, PPT, Discussion.	CA, Quiz and Exam

Aug 27 – Sep 3, 2024 (Day Order 1-6)	3	Factors affecting Wages and Methods of Wage Payments	K1-K6	2	CO 1-5	Lecture, PPT, Discussion, Case Study.	CA and Assignment
	4	Incentives, Fringe Benefits and Rewards Incentives: Meaning and Essential of Sound Incentives Plans	K1-K3	3	CO 1-2		
Sep 4 – 11, 2024 (Day Order 1-6)	4	Types of Incentive Plans	K3-K6	3	CO 2-5	Lecture, PPT, Discussion, Video.	CA, Quiz and Assignment
		Fringe Benefits: Need, Importance and Types	K1-K3	2	CO 1-2		
Sep 12 - 20, 2024 (Day Order 1-6)	4	Reward- Meaning, Objectives, Principles, Importance and Types	K1-K6	5	CO 1-5	Lecture, PPT, Discussion.	CA and Assignment
Sep 23 - 26, 2024 (Day Order 1-4)	5	Performance Counselling and Performance Metrics Performance counselling: Definition, features, process and skills	K1-K6	3	CO 1-5	Lecture, PPT, Discussion.	CA and Assignment
Sep 27 – Oct 3, 2024	C.A. Test - II						
Oct 4 – 5, 2024 (Day 5 & 6)	5	Employee performance metrics – Concepts and Importance	K1,K2	2	CO 1	Lecture, PPT, Discussion, Case Study.	CA and Assignment
Oct 7 - 15, 2024 (Day Order 1 to 6)	5	Performance metrics categories: Work quality metric – 9 box grid, defects, errors, net promoter score; Work quantity metrics; Work efficiency metricQs; Organisational performance metrics.	K3-K6	5	CO 2-5	Lecture, PPT, Discussion, Video.	CA, Quiz and Assignment

Oct 16 - 22, 2024 (Day Order 1 to 6)	5	Performance metrics categories: Work quality metric – 9 box grid, defects, errors, net promoter score; Work quantity metrics; Work efficiency metrics; Organisational performance metrics.	K3-K6	5	CO 2-5	Lecture, PPT, Discussion.	CA and Assignment
Oct 23 - 24, 2024 (Day Order 1 to 2)	REVISION						

Component Number	Topic	Assessment Method	Marks
1	Performance Appraisal Methods	Model Creation – Students will be divided among group and will create model on performance appraisal methods	20
2	The Role of wage and salary administration on Performance Management	Compensation Structure – Analyzing the component and factors influencing the structure and preparing an Microsoft excel	20
3	Employee Performance Metrics	Quiz – on the topic performance metrics	10