



**MEASI INSTITUTE OF MANAGEMENT
CHENNAI-14**

Approved by All India Council of Technical Education and
Affiliated to the University of Madras, ISO 9001:2018 Certified Institute

LESSON PLAN

Name of the Course	Human Resource Management	Lecture	4
Type of the Course	Core	Theory	0
Course Code	PMF2H	Practical	0
Semester	II	Seminar	1
Maximum Hours	45	Credits	4

Teaching Type	Level	Method
Memory level	L1	Drill, Review and Revision and Asking the question
Understanding level	L2	Lecture method, lecture demonstration method, discussion method, inductive and deductive, exemplification and explanation methods
Reflection level	L3	Problem solving method, investigating projects, Heuristic method, Experimental method, Inquiry oriented method, analytic method

Unit. No.	Details	Teaching type	Level	Method	Hours
Unit I	Introduction: Definition, Objectives, Importance, Evolution, Growth, Functions of HRM	Understanding	L2	Lecture	3
	Qualities of good HR, Strategic HRM	Understanding	L2	Lecture	2
	HR policies - Need, Type and Scope	Understanding	L2	Lecture	2
	HR Accounting and HR Audit	Understanding	L2	Lecture	2
Unit II	HR Planning: Long term & Short term planning, Job Analysis, Job Description & Job Specification	Understanding	L2	Lecture	3
	Succession Planning, Strategic HR Planning	Understanding	L2	Lecture	2
	Recruitment and Selection: Purpose, Types & Method, Recruitment and social media	Understanding	L2	Lecture	4
	Placement, Induction, Transfer, Promotion, Dismissal, Resignation, Exit Interview	Understanding	L2	Lecture	4
Unit III	Training & Development: Importance, Benefits, Types	Reflective	L3	Analytic	3
	Career Management: Executive Development Programme, Concepts, Process	Understanding	L2	Lecture	2
Unit IV	Performance Management: Importance, Process, Methods, Ranking, Rating, Critical Incident Methods	Understanding	L2	Lecture	4
	Removing subjectivity from evaluation, MBO as Method of appraisal, Feedback, Online PMS	Understanding	L2	Lecture	3



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Unit V	Compensation Management: Wages & Salary Administration				3
	Calculation of wages, salary, Perquisites, Compensation, Cost of living index, Dearness Allowance	Understanding	L2	Lecture	4
	Rewards & Incentives: Financial & Non Financial, Productivity linked bonus, Compensation criteria, rewards & recognition	Understanding	L2	Lecture	4
TOTAL HOURS					45