

## Teaching Plan

**Department of Commerce**

**Shyam Lal College, University of Delhi**

**Subject: Human Resource Management  
Sem-II**

**Course & Sem: B.COM (H),**

S. No.	From	To	Topics
Week 1	20 March 2023	25 March 2023	Basic Concepts and Significance of HRM, Role, and Functions of HR Manager; HR Policies; Evolution of HRM.
Week 2	27 March 2023	1 April 2023	Emerging Issues in HRM: Workplace Diversity, Employee Empowerment, Downsizing, VRS, Work life balance, and Work from home.
Week 3	3 April 2023	8 April 2023	Procurement of Human Resources: Human Resource Planning- Qualitative and Quantitative Dimensions; Job Analysis- Job Description and Job Specification.
Week 4	10 April 2023	15 April 2023	Recruitment and Selection Process; Placement.
Week 5	17 April 2023	22 April 2023	Induction and Socialization; Employee Retention.
Week 6	24 April 2023	29 April 2023	Aspects of Training and Development: Concept, Scope, Significance and Role, Training Process.
Week 7	1 May 2023	6 May 2023	Methods of Training and Development; Training Process Outsourcing.
Week 8	8 May 2023	13 May 2023	Revision and Presentations
Week 9	15 May 2023	20 May 2023	Class Tests, Case Studies and Presentations
Week 10	22 May 2023	27 May 2023	Performance Appraisal: Concept, Nature, Objectives and Process; Performance Management.
Week 11	29 May 2023	3 June 2023	Methods of Performance Appraisal; Potential Appraisal; Employee Counselling.

Week 12	5 June 2023	10 June 2023	Job Transfer and Promotion; Compensation Management: Concept, Policies, Components of Compensation Management; Job Evaluation.
Week 13	12 June 2023	17 June 2023	Maintenance of Employees: Health, Safety, Welfare and Social Security.
Week 14	19 June 2023	24 June 2023	Employer-employee relations; Grievance handling, and redressal; Industrial Disputes.
Week 15	26 June 2023	1 July 2023	Emerging Horizons of HRM
Week 16	3 July 2023	8 July 2023	Revision, Doubt Session and Class Test

**Teaching Methods:** Group Discussions

Flip Classroom

Lecture Method

Presentations