

Lesson Plan (jan 2018 to april 2018)

Name of the Assistant/ Associate Professor: Kusum Lata

Class and Section: [M.com](#) 2nd semester

Subject: Human Resource Development

Paper code: MC- 201

Week	Date	Topics
1	1-Jan-18	HRM: Brief summary of HRM, nature of HRM, Objectives of HRM, scope of HRM
	2-Jan-18	Functions of HRM, HR manager: qualification & qualities, limitations of HRM
	3-Jan-18	HRM -Environment and challenges: meaning of environment, internal factors
	4-Jan-18	External factor
	5-Jan-18	Challenges to HRM(current and future)
	6-Jan-18	Test
	7-Jan-18	Sunday
2	8-Jan-18	HRP: meaning and its importance
	9-Jan-18	Process of HRP
	10-Jan-18	Barriers to HRP
	11-Jan-18	Human resource information system
	12-Jan-18	Test
	13-Jan-18	Human resource policy
	14-Jan-18	Sunday
3	15-Jan-18	Job analysis: content, uses of job analysis
	16-Jan-18	Process of job analysis
	17-Jan-18	Job description and job specifications
	18-Jan-18	Test
	19-Jan-18	Recruitment: meaning, objectives, importance
	20-Jan-18	Situational factors affecting recruitment: economic environment, social environment etc.
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Recent trends in recruitment
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Factors affecting recruitment
	26-Jan-18	Republic Day
	27-Jan-18	Recruitment process
	28-Jan-18	Sunday
5	29-Jan-18	Selection: meaning, selection process
	30-Jan-18	Barriers to effective selection
	31-Jan-18	Test

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1	1-Feb-18	Placement:introduction,types of placement
	2-Feb-18	Objectives of placement,problems in placement
	3-Feb-18	Induction: introduction, benifits,induction process
	4-Feb-18	Sunday
2	5-Feb-18	Strategic choices in induction programme
	6-Feb-18	Responsibility of employee induction
	7-Feb-18	Promotion:meaning, elements,objectives
	8-Feb-18	Bases of promotion
	9-Feb-18	Essentials of a promotion policy
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Transfer: meaningcauses of transfer,types of transfer
	13-Feb-18	Maha Shivratri
	14-Feb-18	Transfer policy
	15-Feb-18	Separation: meaning, costs of separation
	16-Feb-18	Types of separation
	17-Feb-18	Voluntary retirement scheme
	18-Feb-18	Sunday
4	19-Feb-18	Lay-off,discharge,retrenchment,retirement
	20-Feb-18	Training:meaning,objectives of training,importance,
	21-Feb-18	Training process,principles of training
	22-Feb-18	Methods of training
	23-Feb-18	Training method for managerial executives
	24-Feb-18	Merits of training
	25-Feb-18	Sunday
5	26-Feb-18	Assignment
	27-Feb-18	Career planning and development: meaning,features of carrer planning,objectives of career planning

	28-Feb-18	Advantages of career planning, responsibilities of career planning
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1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Process of career planning, functions of career planning
	4-Mar-18	Sunday
2	5-Mar-18	Performance and potential appraisal: meaning, features, objectives
	6-Mar-18	What is to be appraised?
	7-Mar-18	Process of performance appraisal
	8-Mar-18	Methods of performance appraisal
	9-Mar-18	Levels of performance appraisals
	10-Mar-18	Purpose of Potential appraisal, techniques,
	11-Mar-18	Sunday
3	12-Mar-18	Process of potential appraisal
	13-Mar-18	Suggestion to improve performance appraisal
	14-Mar-18	Test
	15-Mar-18	Empowerment quality of work life: meaning, objectives
	16-Mar-18	Empowerment quality of work life
	17-Mar-18	Empowerment quality of work life
	18-Mar-18	Sunday
4	19-Mar-18	Compensation: meaning, importance
	20-Mar-18	Nature of compensation
	21-Mar-18	Significance of compensation
	22-Mar-18	Benefit of compensation
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev
	24-Mar-18	Assignment
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Incentives: meaning, importance
	27-Mar-18	Types of incentives
	28-Mar-18	Features of incentives
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Employee benefit: meaning
	31-Mar-18	Role of employee benefit

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1	1-Apr-18	Sunday
	2-Apr-18	Features if employee benefit
	3-Apr-18	Test
	4-Apr-18	Job satisfication: meaning,characteristics
	5-Apr-18	Job satisfication
	6-Apr-18	Job satisfication
	7-Apr-18	Job stress management: meaning of management
	8-Apr-18	Sunday
2	9-Apr-18	Meaning of stress,introduction of stress management
	10-Apr-18	Job stress management
	11-Apr-18	Job stress management
	12-Apr-18	Job stress management
	13-Apr-18	Test
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Revision of 1,2 chapter
	17-Apr-18	Revision of 3,4 chapter
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Revision of 5,6 chapter
	20-Apr-18	Revision of 7,8 chapter
	21-Apr-18	Revision of 9,10 chapter
	22-Apr-18	Sunday
4	23-Apr-18	Revision 11,12 chapter
	24-Apr-18	Revision
	25-Apr-18	Revision
	26-Apr-18	Revision
	27-Apr-18	Revision
	28-Apr-18	Revision
	28-Apr-18	Revision

