**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Even Semester**

**Session (2018-19)**

**Class: B.com 1 Name of the Teacher: Indu**

**Subject: HRM Period : Ist**

**Paper : BCM 207 Room No : 302**

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| **S. No** | **Dates** | **Topics to be covered** |
| Week 1 | 14 /01/2019 – 19/01/2019 | HRM- Introduction, meaning, definition, brief history, Nature of HRM |
| Week 2 | 21/01/2019 –  25/01/2019 | Functions, Importance and limitations of HRM, Contemporary Challenges of HRM. |
| Week 3 | 28/01/2019 –  2/02/2019 | Introduction, definition, features, need for HR planning, objectives, process, and factors of HR Planning. |
| Week 4 | 4/02/2019 –  9/02/2019 | Types, Benefits and Problems of HR planning and way for effective HR planning. |
| Week 5 | 11/02/2019 –  16/02/2019 | Introduction, objectives, benefits, process, techniques and problems in job analysis |
| Week 6 | 18/02/2019 –  23/02/2019 | Meaning, objectives and techniques of job design. Concept, method of wage management and incentive plan. |
| Week 7 | 25/02/2019 –  02/03/2019 | Concept, Objectives and methods of Performance appraisal and how to make it effective. |
| Mid Semester Exam | | |
| Week 8 | 11/03/2019 –  16/03/2019 | Recruitment-Meaning, importance, purpose, process and factors affecting recruitment, sources, methods of recruitment. |
| Week 9 | 18 /03/2019 –  22/03/2019 | Meaning, definition, process and methods of selection. Meaning and problems of placement. |
| Week 10 | 25/03/2019 –  30/03/2019 | Meaning, objective, procedure and problems in induction. Promotion, demotion and other forms of separations. |
| Week 11 | 1/04/2019 –  6/04/2019 | Transfer- Definition, purpose, types and transfer policy. |
| Week 12 | 8/04/2019 –  12/04/2019 | Training- concept, importance, identification of training needs, types of training. |
| Week 13 | 15/04/2019 –  20/04/2019 | Designing and evaluation of training programmes. |
| Week 14 | 22/04/2019 –  27/04/2019 | Development-Meaning, difference between training and development. |
| Week 15 | 29 /04/2019 –  3/05/2019 | Revision |