

Course Structure (w.e.f. 2021)
Semester I

Subject	Subject Code	Title of the Course	Contact Hour/ Week	Credits	Max Marks		
					CIA	ESE	Total
Core I	21PHRC11	Principles and Practices of Management	6	4	40	60	100
Core II	21PHRC12	Human resource Management	6	4	40	60	100
Core III	21PHRC13	Accounting for HR Managers	6	4	40	60	100
Core IV	21PHRC14	Organisational Behaviour	6	4	40	60	100
Core V	21PHRC15	Industrial Relations	6	4	40	60	100
		Total	30	20			500

Semester II

Subject	Subject Code	Title of the Course	Contact Hour/ Week	Credits	Max Marks		
					CIA	ESE	Total
Core VI	21PHRC21	Human Resource Planning and Development	6	4	40	60	100
Core VII	21PHRC22	Behavioural HRM	6	4	40	60	100
Core VIII	21PHRC23	Labour Legislations	5	4	40	60	100
Core IX	21PHRC24	Recruitment and Selection Procedures	5	4	40	60	100
Core X	21PHRC25	Total Quality Management	4	4	40	60	100

Core XI Practical	21PHRCR1	Soft Skill for HR Managers	4	3	40	60	100
		Total	30	23+2			600

It is mandatory for all I PG students to attend the course through Swayam Portal. Students who pass in MOOC through portals will get extra credit. Students who fail in MOOC can appear for supplementary exam and the institution will provide the certificate. No extra credits will be given.

Semester III

Subject	Subject Code	Title of the Course	Contact Hour/ Week	Credits	Max Marks		
					CIA	ESE	Total
Core XII	21PHRC31	Research Methodology	5	4	40	60	100
Core XIII	21PHRC32	Compensation Management	5	4	40	60	100
Core XIV	21PHRC33	Statistics for Management	5	4	40	60	100
Elective I	21PHRE31	Performance Management / Business Ethics, Corporate Social Responsibility and Governance	4	3	40	60	100
Elective II	21PHRE32	Business Environment / Managerial Economics	4	3	40	60	100
Core XV	21PHRI31	Summer Internship	7	5			
Self Study Course / MOOC	21PHRSS1			+2			
		Total	30	23+2			600

Semester IV

Subject	Subject Code	Title of the Course	Contact Hour/ Week	Credits	Max Marks		
					CIA	ESE	Total
Core XVI	21PHRC41	Strategic HR	6	4	40	60	100
Core XVII	21PHRC42	Human Resource Information System	6	4	40	60	100
Core XVIII	21PHRC43	Training and Development	5	4	40	60	100
Core XIX	21PHRC44	Coaching, Mentoring and Counselling	5	4	40	60	100
Core XX	21PHRP41	Project	8	8	40	60	100
			30	24			500

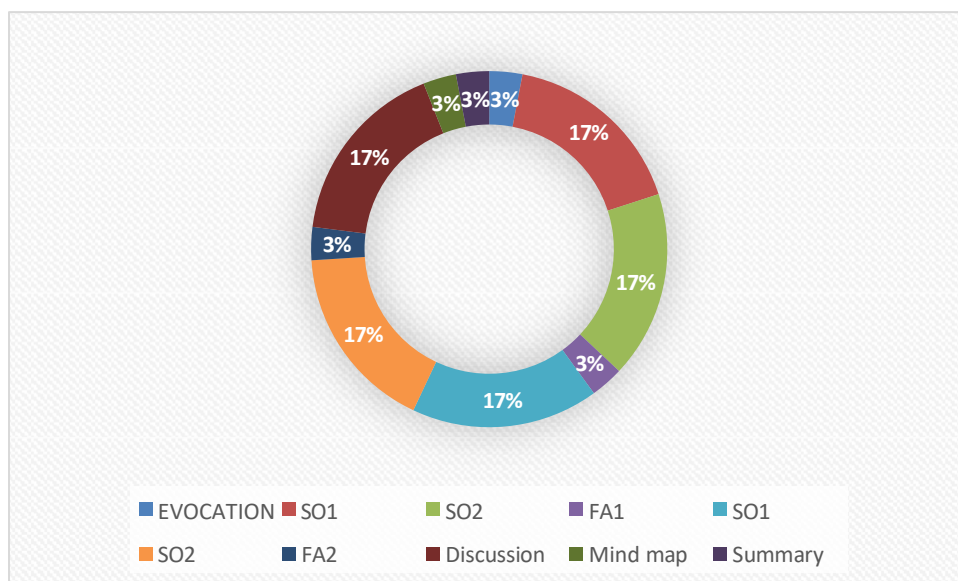
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Human Resource Management
Code	21PHRC12
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit III – Recruitment and Selection
Name of the Faculty	Ms. Jesu Sahaya Sherina
T-L tools	Case studies, Power point, Group Discussion

Pre-requisite Knowledge : Basic understanding of HR roles and responsibilities.

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 :10 min

SO2 :10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- recruitment and selection.
- Ask students to share their job application experiences.

2. Topic Introduction:

2.1: General Objective:

- To understand the process and importance of recruitment and selection.

2.2: Specific Outcomes:

Learn the basic of Human Resource Management.

First Phase:

SO1 (10 minutes): Define recruitment and selection and explain their differences.

SO2(10minutes): Discuss various recruitment and selection methods (internal vs. External hiring, interview techniques, assessments).

Second Phase:

SO1(10minutes): Case study discussion on best practices in recruitment and selection.

SO2(10minutes): students are asked to design a hiring plan for a company.

Mind Map (2 minutes)

Create a visual representation of recruitment vs. Selection processes.

Summary(2minutes)

Summarize key takeaways and discuss how effective hiring impacts organizational success.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

Recruitment, Selection, Job Analysis, Interview Techniques, Talent Acquisition

2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students discuss challenges in recruitment and propose solutions

4. MindMap



5. Summary

Recruitment and selection are processes used by organizations to hire new employees. Recruitment is the process of attracting a pool of candidates for a job opening. It involves activities like advertising the vacancy, sourcing candidates (internally or externally), and collecting applications. The goal is to find a diverse group of qualified applicants. Selection is the process of choosing the most suitable candidate from the pool. It includes reviewing resumes, conducting interviews, administering tests, and checking references. The final decision is based on finding the best fit for the role and the organization. Both processes aim to ensure that the right talent is brought into the organization efficiently and effectively.

6. Assessment

Formative Assessment 1 (FA1) (2 minutes)

Students are asked to explain recruitment steps.

Formative Assessment 2 (FA2) (2 minutes)

Group presentations on hiring plans.

7. FAQ's: MSQ's/Descriptive questions:

1. Explain the key differences between recruitment and selection.
2. What are the best methods for selecting the right candidate?

8. References:

- ✓ Dessler, G. (2022). Human Resource Management.
- ✓ Armstrong, M. (2021). A Handbook of Human Resource Management Practice



9. Verified by Subject Expert
Ms. Jesu Sahaya Sherina



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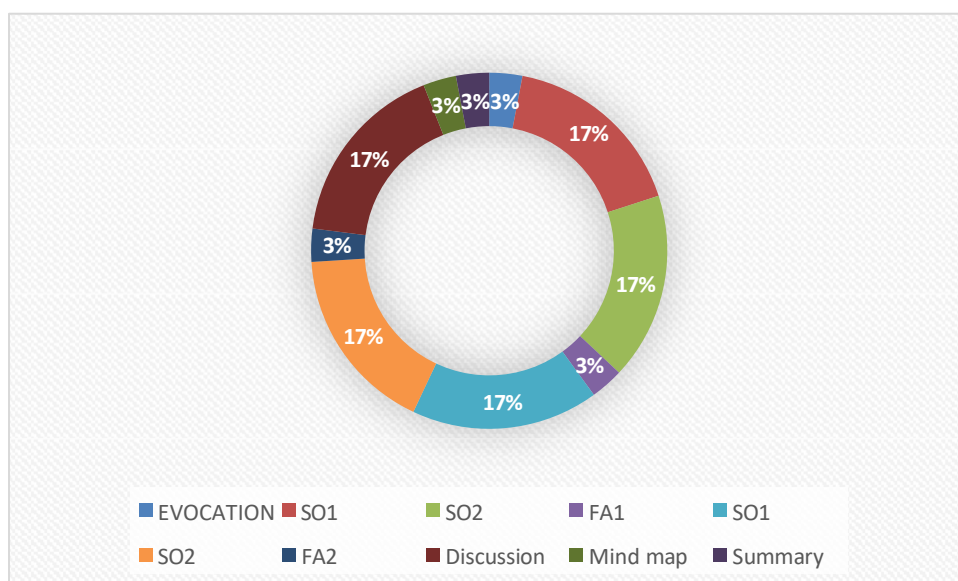
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Principles and Practice of Management
Code	21PHRC11
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit I - Functions of Management
Name of the Faculty	Ms. C.S. Purnima
T-L tools	Case Studies, Power point, Group Discussion

Pre-requisite Knowledge : Basic understanding of management and organizational structures.

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 :10 min

SO2 :10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- what management is and why it is important.
- Ask students to share real-life examples of good and bad management practices.

2. Topic Introduction:

2.1: General Objective:

- To understand the key functions of management and their application in organizations.

2.2: Specific Outcomes:

Learn the basics of principles and practice of management

First Phase:

SO1 (10 minutes): Define management and explain its functions

(Planning, Organizing, Leading, Controlling)

SO2(10minutes): Discuss how management functions contribute to organizational success.

Second Phase:

SO1(10minutes): Case study discussion on how management functions are applied in organizations.

SO2(10minutes): students are asked to create a management strategy for a startup company.

Mind Map (2 minutes)

Create a visual representation of the four management functions and their interconnections.

Summary(2minutes)

Summarize key takeaways and discuss the impact of effective management on organizational performance.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

Planning, Organizing, Leading, Controlling, Decision-Making

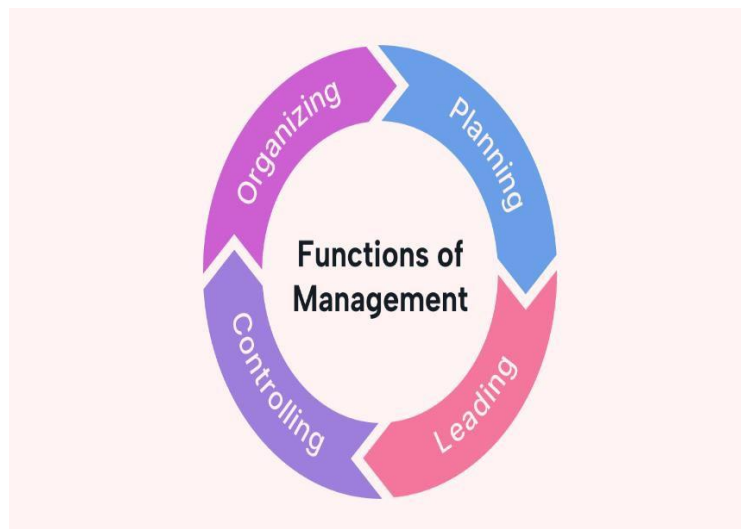
2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students discuss challenges in applying management functions in real-world scenarios.

4. MindMap



5. Summary

HRIS (Human Resource Information System) software is a digital tool designed to manage and streamline HR processes within an organization. It helps automate tasks like employee data management, payroll processing, recruitment, benefits administration, performance tracking, and compliance management. HRIS systems improve efficiency, reduce manual errors, and provide HR teams with valuable insights for decision-making. This software is central to managing an organization's workforce, enhancing productivity, and ensuring compliance with labor laws.

6. Assessment

FormativeAssessment1(FA1) (2minutes)

Students are asked to core functions of management.

Formative Assessment 2 (FA2) (2 minutes)

Group presentations on management strategies

7. FAQ's: MSQ's/Descriptive questions:

1. Explain the four key functions of management with examples
2. How does management impact employee performance and organizational success?

8. References:

- ✓ How does management impact employee performance and organizational success?
- ✓ Robbins, S. P., & Coulter, M. (2022). Management.



9. Verified by Subject Expert

Ms. C.S. Purnima



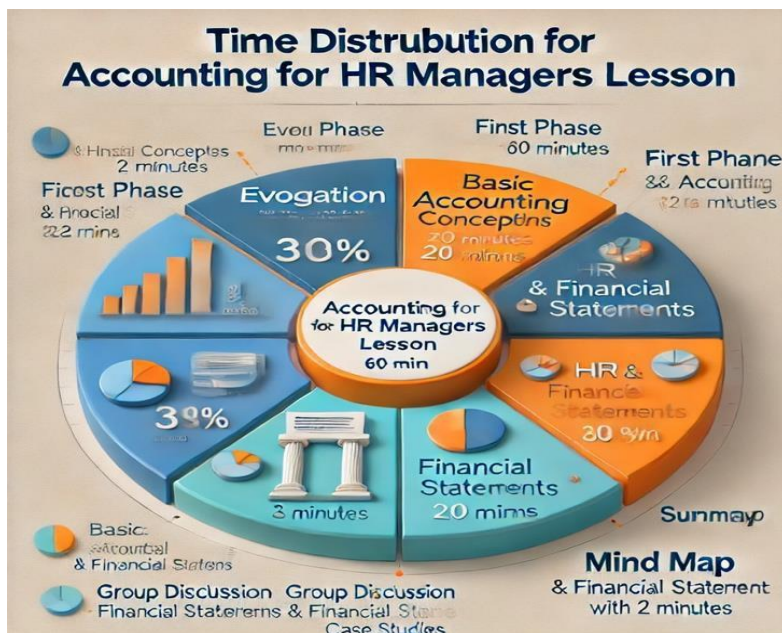
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Lesson Plan

Programme:	MHRM
Semester	I
Course Title:	Accounting for HR Managers
Code:	21PHRC13
Hours:	6 per week
Total Hours:	90
Credits:	4
Max Marks:	100
Unit & Title	Unit I – Introduction to Accounting
Name of the Faculty:	Ms. M. Fatima Lucia Sheeba
T-L tools	PowerPoint Presentation, Group Discussion, Case Study

Pre-requisite Knowledge: Basics of accounting principles, Understanding of financial statements, Importance of accounting in HR

Micro -Planning : 60 minutes



Evocation : 2 min
 SO1 : 10 min
 SO2 : 10 min
 FA1 : 2 min
 SO1 : 10 min
 SO2 : 10 min
 FA2 : 2 min
 Discussion 10 min
 Mind Map 2 min
 Summary 2 min

1. Topics for learning through Evocation (2 min)

Brief introduction to accounting and its relevance to HR, Ask students about their understanding of financial statements

2. Topic Introduction

2.1 General Objectives:

- To understand the role of accounting in HR decision-making
- To learn how financial data impacts HR strategies

2.2 Specific Outcomes:

- To define accounting and explain its key principles
- To understand the role of financial statements in HR decisions

First Phase

- SO1 (10 min): Explain accounting concepts: Assets, Liabilities, Equity, Revenues, Expenses
- SO2 (10 min): Discuss the types of financial statements (Balance Sheet, Income Statement, Cash Flow Statement)

Second Phase

- SO1 (10 min): Explain how HR managers use financial data for budgeting, compensation, and cost control
- SO2 (10 min): Provide examples of financial decisions in HR (e.g., payroll management, training budgets)

Mind Map (2 min)

- Create a mind map showing the relationship between HR activities and financial statements

Summary (2 min)

- Recap the importance of accounting knowledge for HR managers

2.3: Taxonomy of Objectives

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4: Key Words:

Accounting, Financial Statements, Balance Sheet, Income Statement, HR Budgeting

3. Discussion (10 min)

- Group discussion on the role of HR in financial planning
- Case study analysis: How HR budgeting impacts business strategy

4. Mind Map



5. Summary

Human resource accounting is the accounting methods, systems, and techniques, which coupled with special knowledge and ability, assist personnel management in the valuation of personnel in their knowledge, ability and motivation in the same organization as well as from organization to organization. It means that some employees become a liability instead of becoming a human resource. HRA facilitates decision making about the personnel, i.e. either to keep or to dispense with their services or to provide mega-training. There are many limitations that make the management reluctant to introduce HRA.

6. Assessment

- Formative Assessment 1 (FA1) (2 min): Students explain the role of financial statements in HR
- Formative Assessment 2 (FA2) (2 min): A quick review of key accounting concepts

7. FAQ' s: MSQ's/ Descriptive questions:

1. What is Accounting? Define it
2. Elaborate the principles of accounting.

8. References:

1. Milkovich, G., Newman, J., & Venkataratnam, C. S. (2017). Compensation. McGraw-Hill.
2. Bhattacharyya, D. K. (2014). Compensation Management. Pearson.



Verified by Subject Expert:
Ms. M. Fatima Lucia Sheeba



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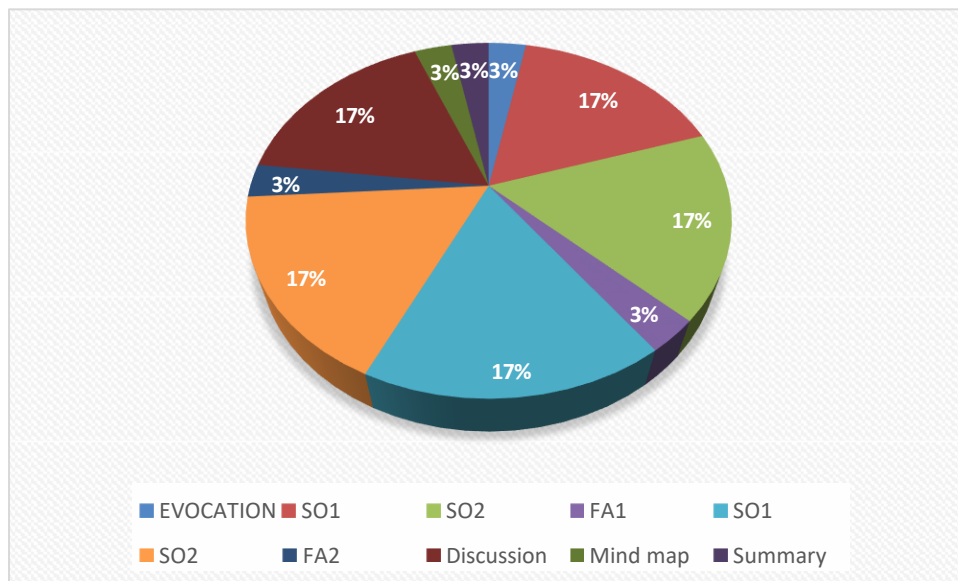
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Organisational Behaviour
Code	21PHRC14
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit III – Motivation and leadership
Name of the Faculty	Ms. C.S. Purnima
T-L tools	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge : Basic understanding of Motivation and leadership theories

Micro-Planning : 60 minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 :10 min

SO2 :10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- ✓ To understand behavioral aspects.
- ✓ To understand the impact of organizational behavior on organizational effectiveness.

2. Topic Introduction:

2.1: General Objective:

- To know different types of motivational theories
- To have a clear understanding of leadership styles

2.2: Specific Outcomes:

1. First Phase:

SO1 (10 minutes): Define organizational behavior and explain its significance.

SO2(10minutes): Discuss key concepts such as motivation, leadership, and organizational culture.

2. Second Phase:

SO1(10minutes): Case study discussion on employee motivation and behavior management

SO2(10minutes): Role-playing activity where students act as HR managers handling workplace conflicts.

3. Mind Map (2 minutes)

Create a visual representation of such as leadership styles, motivation theories, and organizational behavior.

4. Summary(2minutes)

Summarize key takeaways and discuss how organizational behavior enhances workforce productivity.

2.3 Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge		2				
C. Procedural Knowledge				1		
D. Meta Cognitive Knowledge					1	

2.4 Keywords:

Organizational Behavior, Motivation Theories (Maslow, Herzberg), Leadership Styles,

2.5 Key Diagrams (if any)



Power point Presentation

3. Discussion:

Students are asked to discuss about real-life HR challenges and behavioral solutions.

4. Mind Map



5. Summary

Leadership is the ability to guide and influence others toward achieving common goals. It involves various styles, from transformational leadership, which inspires change, to transactional leadership, which focuses on structure and rewards.

Motivation is the drive to achieve goals, influenced by both intrinsic factors (like personal satisfaction) and extrinsic factors (such as external rewards). Theories like Maslow's hierarchy of needs and Herzberg's two-factor theory explain how different factors affect motivation in the workplace.

6. Assessment

Formative Assessment 1 (FA1) (2 minutes)

Students are asked to explain about various motivation theories.

Formative Assessment 2 (FA2) (2 minutes): Group presentations on behavior management techniques.

7. FAQ's: MSQ's/Descriptive questions:

1. How does motivation impact employee performance.
2. What are the different leadership styles?

8. References:

- ✓ Robbins, S. P. (2022). Organizational Behavior.
- ✓ Armstrong, M. (2021). Handbook of Human Resource Management Practice.



9. Verified by Subject Expert

Ms. C.S. Purnima



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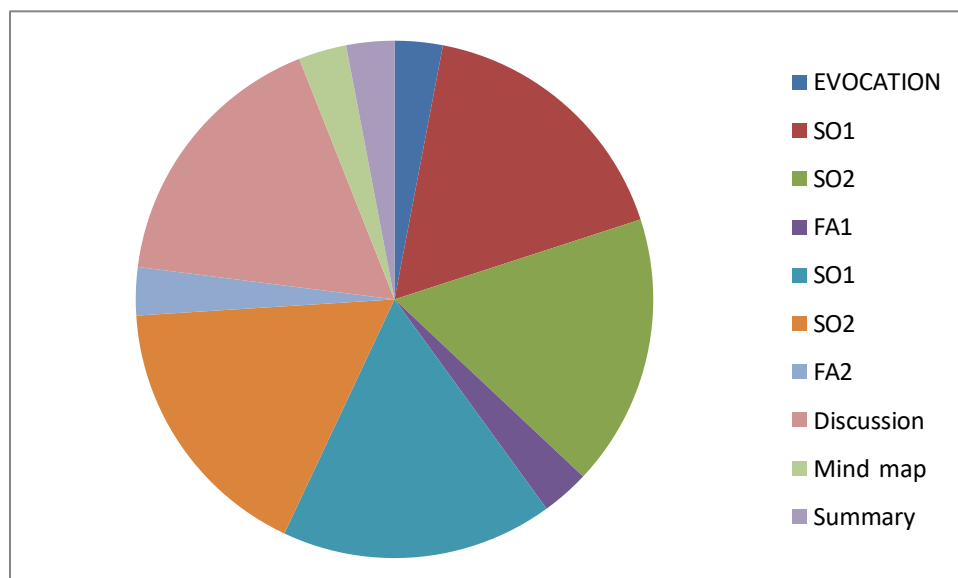
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Industrial Relations
Code	19PHRC15
Hours	4
Total Hours	60
Credits	4
Max Marks	60
Unit& Title	Unit II – Trade union
Name of the Faculty	Ms. C.S. Purnima
T-L tools	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge : Functions of Trade unions in India, Principles to regulate Trade unions

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- ✓ What is trade unions?
- ✓ Importance of trade unions
- ✓ Functions of unions

2. Topic Introduction:

2.1: General Objective:

- To learn the concept of trade unions
- Regulations of unions in Industries

2.2: Specific Outcomes:

- To understand how trade unions functions
- To know how trade unions operates in each industries

1. First Phase:

SO1 (10 minutes): Explain what are trade unions and its types.

SO2(10minutes): To understand the principles of unions

2. Second Phase:

SO1(10minutes): How trade unions operate in harmony between employers and employees. Case studies of unions in different industries

SO2(10minutes): The principles of regulations of unions in each industry

3. Mind Map (2 minutes)

Create a mind map that gives knowledge about where and how to form trade unions and its application in different sectors.

4. Summary(2minutes)

Summarize the types of unions, its functions & importance of trade unions.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge		2				
C. Procedural Knowledge	2					
D. Meta Cognitive Knowledge			1			

2.4: Keywords:

Trade Unions, types, Importance, functions, Principles

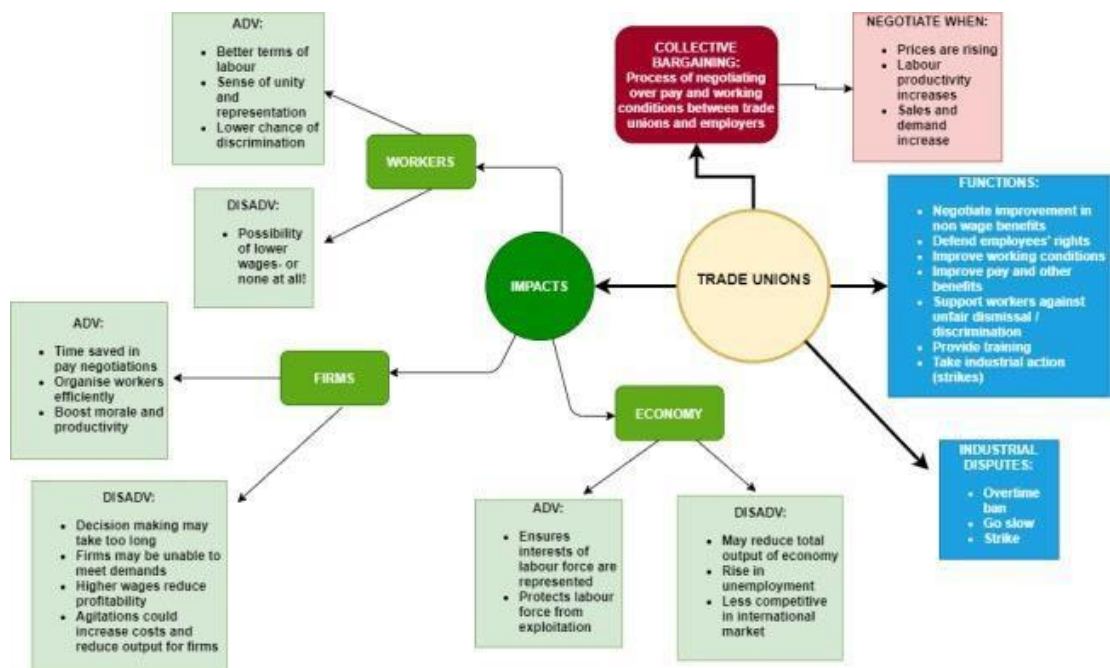
2.5: Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students will enlist their understanding on trade unions. Brief about the application of unions, functions & types of unions in different sectors. Share knowledge on principles of unions.

4. Mind Map



5. Summary

A **trade union** is an organization that represents workers to protect their rights and improve their working conditions. The primary purpose of a trade union is to ensure fair wages, better working conditions, job security, and social benefits for its members.

Trade unions achieve this through **collective bargaining**, where they negotiate with employers on behalf of workers for things like salary increases, benefits, working hours, and workplace safety. They also offer support in resolving conflicts between workers and employers, provide legal assistance, and sometimes advocate for policies that benefit workers on a broader scale.

In addition to their role in negotiations, trade unions may offer welfare services such as health insurance, pensions, and training opportunities. They also play an important political role, lobbying for labor-friendly laws and regulations.

Despite their importance, trade unions face challenges like declining membership, legal limitations, and the impact of globalization. However, they remain vital in promoting social justice and advocating for fair treatment in the workplace.

6. Assessment

Formative Assessment 1 (FA1) (2 minutes)

Students are asked to explain the types & functions of trade unions

Formative Assessment 2 (FA2) (2 minutes)

A review on the principles of regulations of trade unions.

7. FAQ's: MSQ's/Descriptive questions:

1. What are trade unions & function? State its types
2. Illustrate the principles to regulate trade union.

8. References:

- ✓ Arun Monappa. *Industrial Relation*. New Delhi: Tata Mc Graw Hill, 2012.
- ✓ Venkata Rathnam C.S and Manoranjan Dhal. *Industrial Relation*. Delhi: Oxford University Press, 2017.



Verified by Subject Expert:
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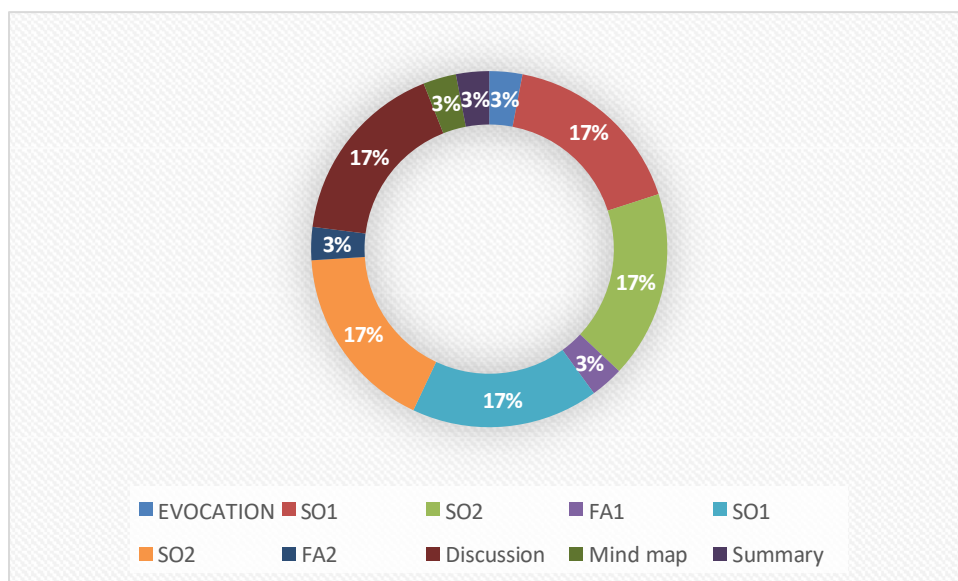
Lesson Plan

Programme	MHRM
Semester	II
Course Title	Human Resource Planning and Development
Code	21PHRC21
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit I - Introduction to Human Resource Planning and Development
Name of the Faculty	Ms. M. Fatima Lucia Sheeba
T-L tools	Case studies, Power point, Group Discussion

Pre-requisite Knowledge : Basic understanding of HR functions and workforce management.

Micro-Planning : 60 minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 :10 min

SO2 :10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- importance of HR planning and development.
- Ask students to share their experiences with workforce planning or training programs.

2. Topic Introduction:

2.1: General Objective:

- To understand the processes of human resource planning (HRP) and development (HRD) in organizations.

2.2: Specific Outcomes:

Learn the basic of Human Resource Planning and Development

First Phase:

SO1 (10 minutes): Define Human resource planning and development and explain their differences.

SO2(10minutes): Discuss the key steps in HR planning (forecasting demand & supply, gap analysis, action planning).

Second Phase:

SO1(10minutes): Case study discussion on successful HR planning strategies in companies.

SO2(10minutes): students are asked to develop a basic HRP model for a given company scenario

Mind Map (2 minutes)

Create a visual representation of the HR planning cycle and development strategies.

Summary(2minutes)

Summarize key takeaways and discuss the impact of strategic HR planning on organizational success.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

Human Resource Planning (HRP), Workforce Forecasting, Training and Development, Talent Management, Succession Planning

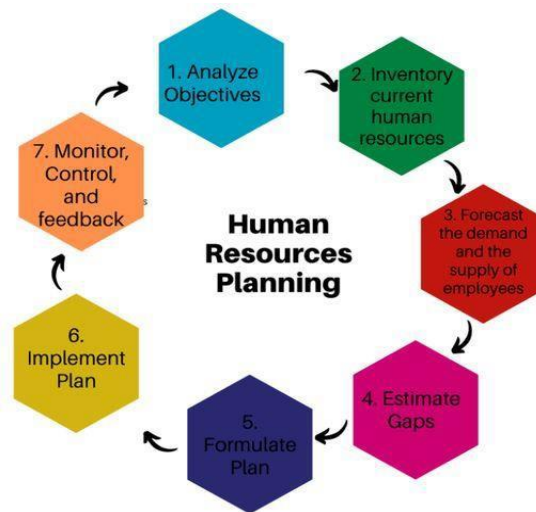
2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students are asked to discuss about the challenges in HR planning and development and propose innovative solutions.

4. MindMap



5. Summary

Human Resource Planning and Development (HRP&D) is the process of ensuring that an organization has the right number of skilled employees at the right time to achieve its goals. It involves forecasting future workforce needs, identifying skill gaps, and planning for recruitment, training, and development to meet those needs. HRP&D focuses on aligning human capital with business strategies, improving employee performance, and fostering career development. It includes activities such as succession planning, performance management, and employee retention strategies. The goal is to enhance overall organizational effectiveness and ensure a competitive advantage

6. Assessment

FormativeAssessment1(FA1) (2minutes)

Students are asked to explain human resource planning steps.

Formative Assessment 2 (FA2) (2 minutes)

Group presentations on HR Plan.

7. FAQ's: MSQ's/Descriptive questions:

1. Explain the HR planning process and its importance.
2. How does HR development contribute to organizational success models.

8. References:

- ✓ Dessler, G. (2022). Human Resource Management.
- ✓ Armstrong, M. (2021). Strategic Human Resource Management.



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Ms. M. Fatima Lucia Sheeba



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Lesson Plan

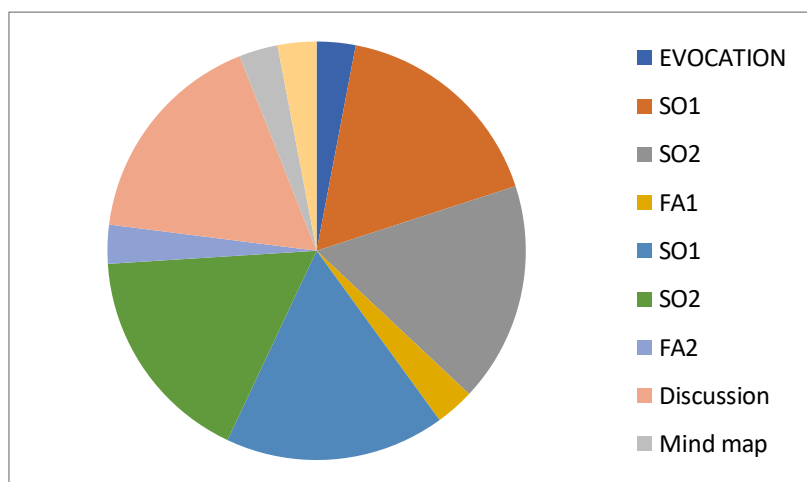
Programme:	MHRM
Semester	II
Course title	Behavioural HRM
Code	21PHRC22
Hours	6
Total hours	60
Credits	4
Max marks	60
Unit & Title:	Unit III – Behavioural Aspects in Human Resource Management
Name of the Faculty:	Ms. M. Fatima Lucia Sheeba
T-L Tools:	Case Studies, PowerPoint, Group Discussions, Role Plays

Pre-requisite Knowledge

- Basic understanding of human resource management principles.
- Awareness of workplace behaviour and organizational culture.

Micro-Planning: 60 minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for Learning

Concept Introduction

2. Topic Introduction:

2.1 General Objective:

- To understand behavioural aspects in HRM and their impact on organizational effectiveness.

2.2 Specific Outcomes (SO):

Phase 1:

- SO1 (10 min): Define Behavioural HRM and explain its significance.
- SO2 (10 min): Discuss key concepts such as motivation, leadership, and organizational culture.

Formative Assessment 1 (FA1 – 2 min)

- Quick Q&A: What are the key behavioural factors affecting employee performance?

Phase 2: Practical Application

SO1 (10 min): Case study discussion on employee motivation and behaviour management.

SO2 (10 min): Role-playing activity where students act as HR managers handling workplace conflicts.

Formative Assessment 2 (FA2 – 2 min)

Phase 3:

Groups reflect on the role-play and suggest behaviour management techniques.

Mind Map (2 min)

Create a visual representation of key behavioural HRM concepts, such as leadership styles, motivation theories, and organizational behaviour.

Summary (2 min)

Summarize key takeaways and discuss how behavioural HRM enhances workforce productivity.

2.3 : Taxonomy of Objectives

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge	1					
B. Conceptual Knowledge		2				
C. Procedural Knowledge			1			
D. Meta Cognitive Knowledge					1	

2.4 : Key Terms:

- Organizational Behaviour
- Motivation Theories (Maslow, Herzberg)
- Leadership Styles
- Employee Engagement
- Workplace Culture

2.5 : Key Diagrams (if any):

- Maslow's Hierarchy of Needs
- Leadership Styles Chart

3. Discussion:

- Students discuss real-life HR challenges and behavioural solutions.

4. Mind map:



5. Summary:

The behavioral perspective of HRM is one of several alternative theoretical lenses for understanding why firms differ in their approaches to managing employees, and a broad array of consequences that follow from differing approaches to managing employees.

6. Assessment:

Formative Assessment 1 (FA1 – 2 min): Quick Q&A on motivation theories.

Formative Assessment 2 (FA2 – 2 min): Group presentations on behaviour management techniques.

7. FAQ – MSQs/Descriptive Questions:

- How does motivation impact employee performance?
- What are the different leadership styles in Behavioural HRM?

8. References:

- Robbins, S. P. (2022). Organizational Behaviour.
- Armstrong, M. (2021). Handbook of Human Resource Management Practice.

9. Verified by Subject Expert:

Ms. M. Fatima Lucia Sheeba

Approved by HoD

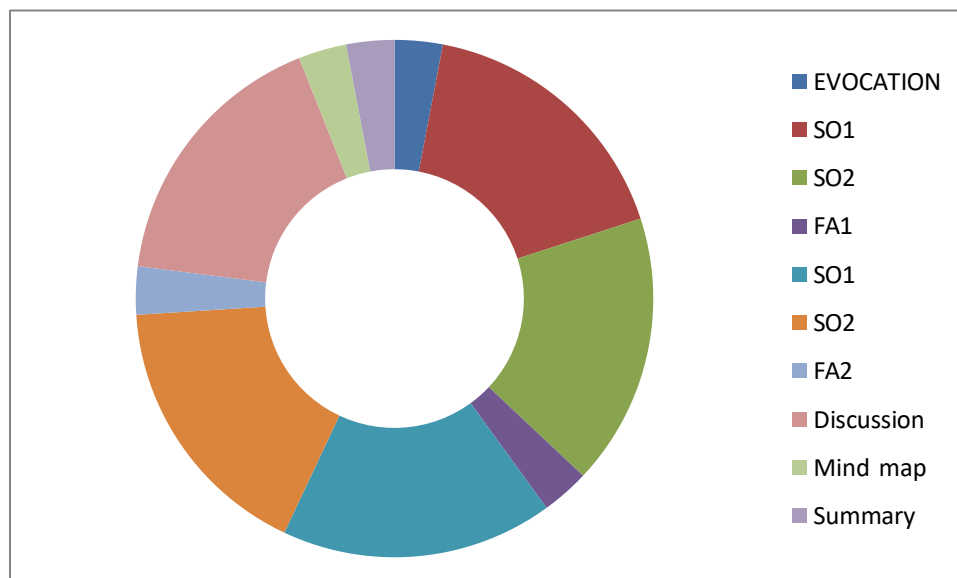
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Labour Legislation
Code	19PHRC22
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Laws related to Health, Safety and Welfare – Factories Act,1948
Name of the Faculty	Ms. M. Fatima Lucia Sheeba
T-L tools	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge : Laws related to Health, Safety and Welfare – Factories Act,1948

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- ✓ What is a factory?
- ✓ Importance of factories act
- ✓ Sections under factories act

2. Topic Introduction:

2.1: General Objective:

- To learn the concept of factories act
- Sections under Health, safety, welfare of the act

2.2: Specific Outcomes:

- To understand how factories act functions & its applicability
- To know various sections under the act

1. First Phase:

SO1 (10 minutes): Explain where factories act is applied & its definitions

SO2(10minutes): To know the scope of factories act in industries

2. Second Phase:

SO1(10minutes): To study about the power of inspectors, inspecting staff, health, safety & welfare provisions

SO2(10minutes): Understand working hours of adult, Employment of young persons, Annual leave with wages & special provisions.

3. Mind Map 2 minutes)

Create a mind map that gives knowledge about application & provision of factories act in industries.

4. Summary(2minutes)

Summarize the scope & Importance of factories act.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge		2				
C. Procedural Knowledge	2					
D. Meta Cognitive Knowledge			1			

2.4:Keywords:

Factory, Occupier, Health, Safety, Welfare

2.5: Key Diagrams (if any)

Power point Presentation

3.Discussion:

Students were asked to discuss the importance, definitions of factories act, its applicability, and various provisions related to health, safety & welfare of workers.

4.MindMap



5.Summary

The **Factories Act** is a law that regulates working conditions in factories to ensure the health, safety, and welfare of workers. It is designed to prevent accidents, ensure a safe work environment, and protect workers from exploitation. The Act applies to factories with a certain number of workers and sets out guidelines on various aspects of factory operations.

6.Assessment

FormativeAssessment1(FA1)(2minutes)

Students are asked to explain the provisions in factories act,1948

Formative Assessment 2 (FA2) (2 minutes)

A review on the applications, scope & importance of factories act.

7.FAQ's: MSQ's/Descriptive questions:

What are the various provisions under factories act?

Illustrate the other benefits under factories act.

8.References:

Mishra S.N. *Labour and Industrial Laws*. Allahabad: Central Publishing House,2018.

Padhi P.K. *Labour and Industrial laws*. New Delhi: PHI Learning Private Ltd,2017.

9. Verified by Subject Expert:

Ms. M. Fatima Lucia Sheeba

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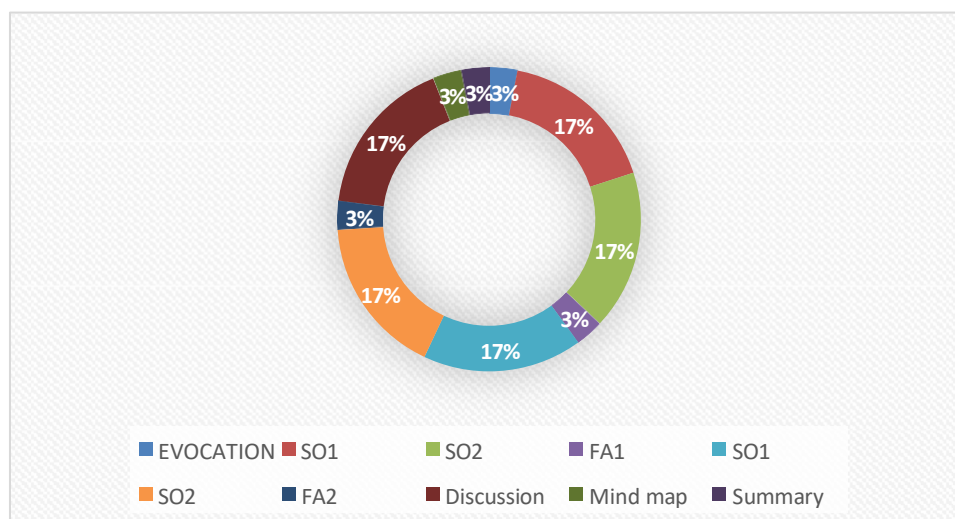
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Recruitment and Selection Procedure
Course Code	21PHRC24
Hours Per Week	6
Total Hours	75
Credits	4
Max Marks	60
Name of the Faculty	Ms. Jesu Sahaya Sherina
Teaching-Learning Tools:	PowerPoint, Group Discussion, Case Studies

Pre-requisite Knowledge: Functions of Trade unions in India, Principles to regulate Trade unions

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Micro-Planning Scheme

Activity Time (Minutes)

Evocation (Introduction) 2

Specific Outcome 1 (SO1) 10

Specific Outcome 2 (SO2) 10

Formative Assessment 1 (FA1) 2

Specific Outcome 3 (SO3) 10

Specific Outcome 4 (SO4) 10

Formative Assessment 2 (FA2) 2

Discussion 10

Mind Map 2

Summary 2

1. Topics for Learning Through Evocation

What is recruitment?

Importance of a structured selection process

Difference between recruitment and selection

2. Topic Introduction

2.1 : General Objective:

To understand the significance of recruitment and selection in HRM and how it impacts an organization.

2.2 : Specific Outcomes:

- To understand how trade unions functions
- To know how trade unions operate in each industries

1. First Phase:

SO1 (10 minutes): Explain what are trade unions and its types. SO2(10minutes): To understand the principles of unions

2. Second Phase:

SO1(10minutes): How trade unions operate in harmony between employers and employees. Case studies of unions in different industries

SO2(10minutes): The principles of regulations of unions in each industry

3. Mind Map (2 minutes)

Create a mind map that gives knowledge about where and how to form trade unions and its application in different sectors.

4. Summary(2minutes)

Summarize the types of unions, its functions & importance of trade unions.

2.3 : Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

Recruitment, Selection, Internal & External Sources, Hiring Process, Job Analysis

2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students will share real-world examples of recruitment and selection processes in various industries. They will discuss best practices and common challenges faced by HR professionals.

4. MindMap:



5. Summary:

The recruitment process involves several steps, including job analysis, sourcing candidates, screening resumes, conducting initial interviews, assessing candidate fit, making a job offer, completing joining formalities, creating engagement opportunities, retention and finally managing the exit formalities.

6. Assessment:

Formative Assessment 1 (FA1) – 2 minutes

Students to list different sources of recruitment and explain their advantages.

Formative Assessment 2 (FA2) – 2 minutes

A short discussion on ethical considerations in recruitment and selection.

7. FAQs: MSQs / Descriptive Questions:

What is the difference between recruitment and selection?

List and explain the sources of recruitment.

Describe the steps in the selection process.

What are the challenges faced in recruitment and selection?

8. References:

Dessler, G. (2020). Human Resource Management. Pearson Education.

Flippo, E. (2018). Principles of Personnel Management. McGraw Hill.

9. Verified by Subject Expert:

Ms. Jesu Sahaya Sherin

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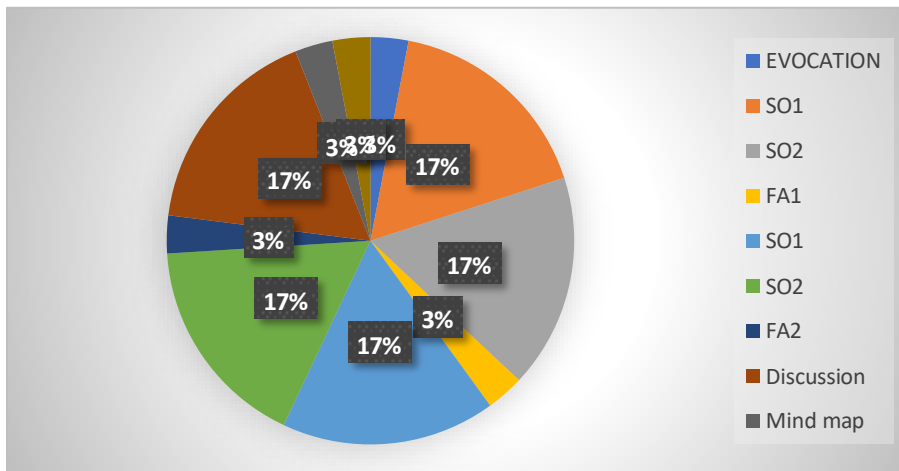
Lesson Plan

Programme:	MHRM
Semester:	II
Course Title:	Total Quality Management
Code:	21MHRM04
Hours:	6 per week
Total Hours:	90
Credits:	4
Max Marks:	100
Unit & Title:	Unit I – Introduction to Total Quality Management
Name of the Faculty:	Ms. C.S. Purnima
T-L tools	PowerPoint Presentation, Group Discussion, Case Study

Pre-requisite Knowledge: Basic understanding of quality control, Importance of continuous improvement in organizations, Overview of key TQM concepts

Micro -Planning: 60 minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion 10 min

Mind Map 2 min

Summary 2 min

1. Topics for learning through Evocation (2 min)

Brief introduction to TQM and its importance in HR and business. Ask students about their knowledge of quality improvement in organizations

2. Topic Introduction

2.1 General Objectives:

- To understand the principles of Total Quality Management
- To learn how HR contributes to quality improvement

2.2: Specific Outcomes:

- To define Total Quality Management and explain its core principles
- To understand the role of HR in TQM implementation

First Phase

- SO1 (10 min): Explain the meaning and importance of TQM
- SO2 (10 min): Discuss key principles: customer focus, continuous improvement, teamwork
- FA1 (2 min): Quick review quiz

Second Phase

- SO1 (10 min): Explain HR's role in implementing TQM practices
- SO2 (10 min): Case study discussion on companies with successful TQM strategies
- FA2 (2 min): Quick review of key points

Mind Map (2 min)

- Create a mind map linking TQM principles to HR practices

Summary (2 min)

- Recap of TQM principles and HR's role in ensuring quality

2.3: Taxonomy of Objectives

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4: Key Words:

Total Quality Management, Continuous Improvement, Customer Focus, Employee Involvement, HR in TQM

3. Discussion (10 min)

- Group discussion on how HR can promote a quality culture in organizations.

4. Mind Map



5. Summary

Total quality management (TQM) is a term first used to describe a management approach to quality improvement. Since then, TQM has taken on many meanings but at its core it describes a management approach to long-term success through customer satisfaction. TQM, as a term, is not as widely used in the United States as it once was, with most of the concepts, principles, and methodologies subsumed under the term quality management. More modern applications of its principles and processes can be found in concepts like quality management systems, quality standards such as the ISO 9000 series, and quality award programs such as the Deming Prize and the Malcolm Baldrige National Quality Award

6. Assessment

- Formative Assessment 1 (FA1) (2 min): Students explain the importance of TQM in HR
- Formative Assessment 2 (FA2) (2 min): A quick review of the key principles of TQM

7. FAQ' s : MSQ's/ Descriptive questions:

1. What is E-Delivery channel? State its types
2. Compare and Contrast Internet banking and Mobile banking

8. References:

1. Juran, J. M. (1999). Juran's Quality Handbook. McGraw-Hill.
2. Deming, W. E. (1986). Out of the Crisis. MIT Press.



9.Verified by Subject Expert:

Ms. C.S. Purnima



Approval by HoD

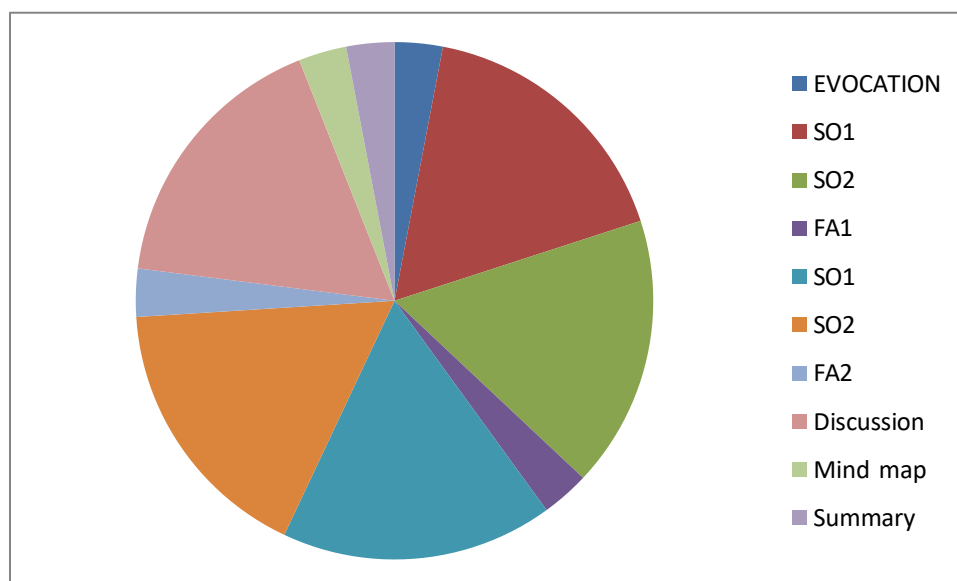
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Research Methodology
Code	19PHRC31
Hours	5
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit I - Introduction to Research
Name of the Faculty	Ms. C.S. Purnima
T-L tools	Mind Maps, Power point

Pre-requisite Knowledge : Meaning of Research – Objectives, Types of research, Research Process

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- ✓ To understand the concept of research
- ✓ To understand the basic research concepts such as types of research, process of research.

2. Topic Introduction:

2.1: General Objective:

- To learn research process & its concepts involved in R & D departments.

2.2: Specific Outcomes:

Learn the basic research methods with a focus on the application of these methods to the business world.

1. First Phase:

SO1 (10 minutes): Explain the types of research, its scope & importance.

SO2(10minutes): To understand the research process

2. Second Phase:

SO1(10minutes): To study the classification of research

SO2(10minutes): The understand how research is implemented

3. Mind Map(2 minutes)

Create a mind map that gives knowledge about the concept of research, importance & scope of research, its types & process.

4. Summary(2minutes)

Summarize the data types, its classification & organizing in real time business.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge	2					
B. Conceptual Knowledge		2				
C. Procedural Knowledge		2				
D. Meta Cognitive Knowledge			1			

2.4: Keywords: Research, Meaning, Types, Process

2.5: Key Diagrams (if any)

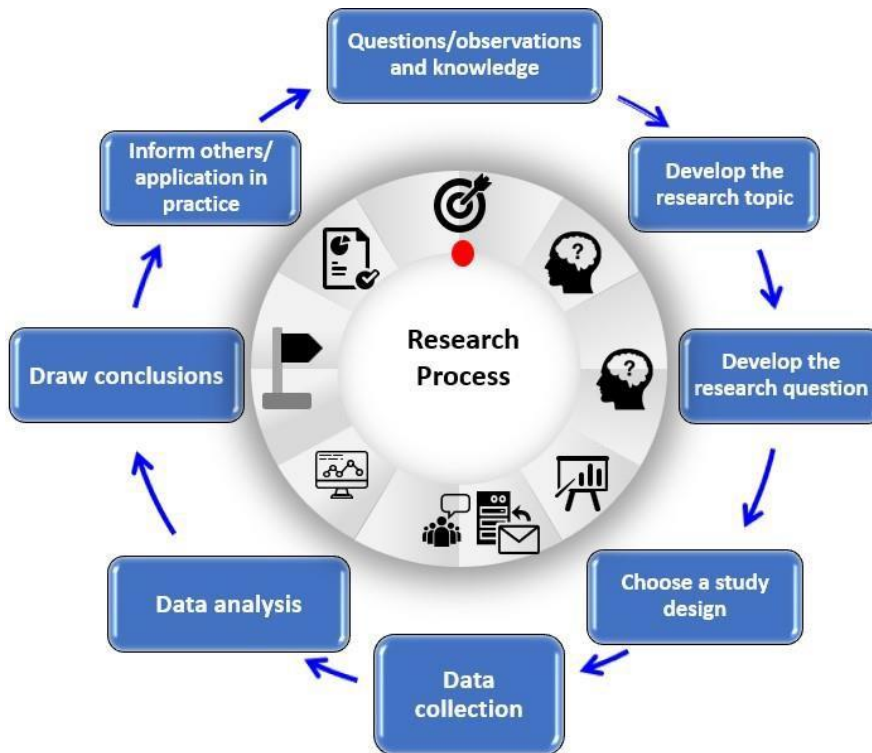
Research process, types of research

Power point Presentation

3. Discussion:

Students are asked to discuss about research concept, types of research & research process in real time business.

4. MindMap



5. Summary

Research methodology refers to the systematic approach used by researchers to conduct a study, collect data, and analyze results in a structured and logical way. It provides a framework for the entire research process, ensuring that the study is reliable, valid, and reproducible. Here's a summary of the key components:

1. **Research Design:** The blueprint for the study, determining how the research will be carried out. It can be experimental, non-experimental, exploratory, descriptive, or analytical, depending on the research goals.

2. Sampling: Involves selecting a representative group from the population to study. Sampling methods can be probabilistic (random selection) or non-probabilistic (e.g., convenience or purposive sampling).

6. Assessment

Formative Assessment 1 (FA1) (2 minutes)

Students are asked to explain the types of research, its scope & importance.

Formative Assessment 2 (FA2) (2 minutes): To understand the research process

7. FAQ's: MSQ's/Descriptive questions:

1. Define research and explain the types.
2. Brief the meaning & concept of research.
3. Explain the research process

8. References:

Kothari. C.R. Research Methodology. New Delhi: Vikas Publishing Ltd, 2004.



9. Verified by Subject Expert:

Ms. C.S. Purnima



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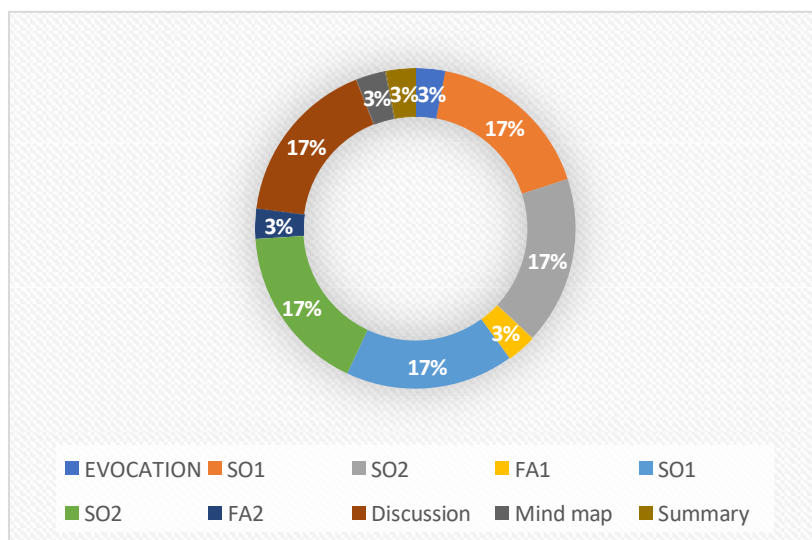
Lesson Plan

Programme:	MHRM
Semester:	II
Course Title:	Compensation Management
Total Hours:	75
Credits:	5
Max Marks:	60
Unit & Title:	Unit 2 – Wage and Salary Administration
Name of Faculty:	Ms. M. Fatima Lucia Sheeba
T-L Tools:	PowerPoint, Group Discussion, Case Study, Mind Maps

Pre-requisite Knowledge:

- Basics of HRM
- Understanding of employee motivation and compensation structures
- Familiarity with organizational pay practices

MICRO-PLANNING SCHEME



Evocation	: 2 min
SO1	: 10 min
SO2	: 10 min
FA1	: 2 min
SO1	: 10 min
SO2	: 10 min
FA2	: 2 min
Discussion	: 10 min
Mind Map	: 2 min
Summary	: 2 min

1. Topics for learning through Evocation:

Introduction to Compensation Management 2 min

Ask students: What do they understand by compensation?

Encourage them to share real-life examples.

2. Topic Introduction:

2.1 : General Objective:

To develop an understanding of wage and salary administration, including its components, influencing factors, wage theories, legal aspects, and practical applications.

2.2 : Specific Outcomes (SO):

1. Define and differentiate between wage and salary.
2. Identify the components of wage and salary structure.
3. Analyze the factors influencing wage and salary administration.
4. Understand the major wage theories.
5. Examine salary determination methods.
6. Explore the legal framework and pay structures in India.

First Phase:

SO1: Definition & Components of Wage & Salary 10 min

Explain key definitions: wage vs. salary, direct & indirect compensation, monetary & non-monetary benefits. Discuss fixed and variable components of salary.

SO2: Factors Influencing Wage & Salary Structure 10 min

Cover factors such as labor market conditions, industry standards, cost of living, skills & qualifications, government regulations, and union influence. Provide examples of different industries.

Second Phase:

SO1: Wage Theories & Salary Determination Methods 10 min

Explain wage theories: Subsistence Theory, Wage Fund Theory, Standard of Living Theory, Bargaining Theory. Discuss methods like job evaluation, market pricing, pay surveys.

SO2: Legal Framework & Pay Structure in India 10 min

Discuss labor laws affecting wages in India (e.g., Minimum Wages Act, Payment of Wages Act). Compare compensation structures in private and public sectors.

Mind Map (2 minutes)

Create a visual representation of wage components, theories, and legal aspects.

Summary(2minutes)

Recap key points: differences between wage & salary, influencing factors, wage theories, legal framework.

2.3 : Taxonomy of Objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

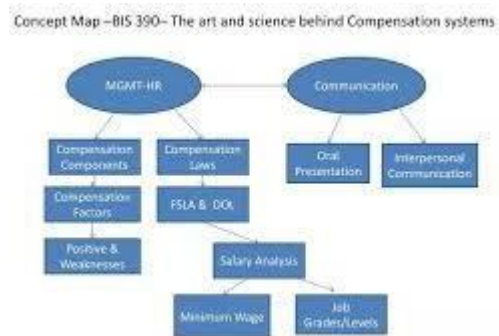
2.4 : Keywords:

- Wage, Salary, Compensation
- Fixed Pay, Variable Pay, Benefits
- Minimum Wages Act, Pay Structure
- Wage Theories, Pay Determination

3. Discussion & Case Study:

- Discussion: How do companies decide salary structures for different roles?
- Case Study: Examine compensation models in IT vs. Manufacturing sectors.

4.MindMap



5.Summary

If the abilities of employees have been developed to the point where they meet or exceed job requirements, it is now appropriate that they be equitably compensated for their contributions. The factors affecting the determination of equitable compensation are many, varied and complex. And management must come to some decision concerning the basic wage or salary. To motivate improved performance on the job many systems of variable compensation have been devised and

finally organizations have developed numerous ways of providing supplementary compensation in the form of fringe benefits.

6. Assessments:

1. FA1: Quick quiz on wage vs. salary components.
2. FA2: Group presentation on different compensation structures across industries.

7. FAQ (Multiple-Choice & Descriptive Questions):

1. Define wage and salary with examples.
2. Explain any two wage theories.
3. Discuss three factors that influence salary structures.
4. Compare compensation models in private vs. government organizations.

8. References:

1. Milkovich, G., Newman, J., & Venkataratnam, C. S. (2017). Compensation. McGraw-Hill.
2. Bhattacharyya, D. K. (2014). Compensation Management. Oxford University Press.
3. Indian Labor Laws (Minimum Wages Act, Payment of Wages Act).

9.Verified by Subject Expert

Ms. M. Fatima Lucia Sheeba

Approved by HoD

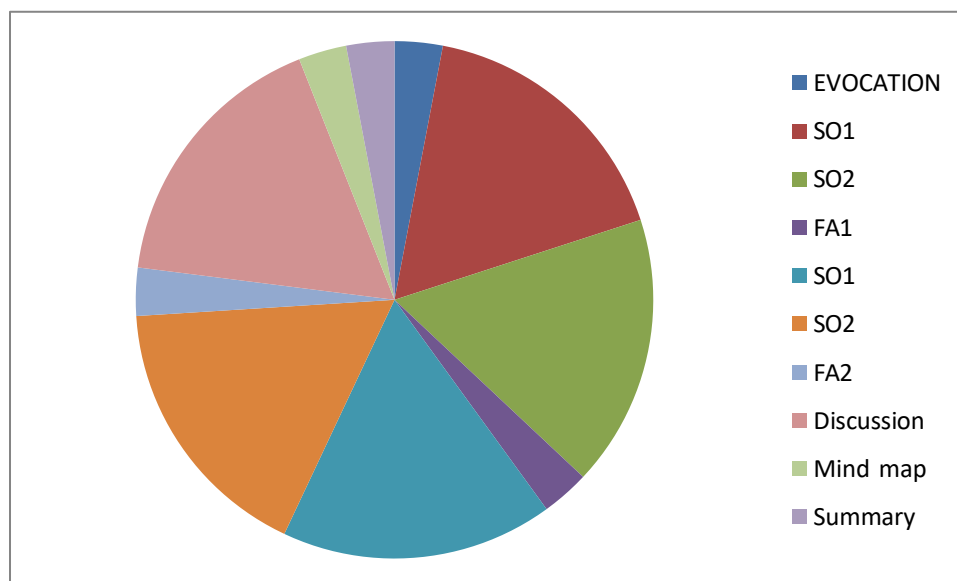
Lesson Plan

Programme	MHRM
Semester	I
Course Title	Statistics for Management
Code	19PHRC33
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit I - Introduction
Name of the Faculty	Ms. C.S. Purnima
T-L tools	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge : Statistics-Definition, Types, Importance and Scope, Limitations. Types of Data, Classification of data

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- ✓ To understand the concept of data & information
- ✓ To understand the basic statistical concepts such as types of data, classification of data.

2. Topic Introduction:

2.1: General Objective:

- To learn statistical concepts involved in real life scenario.

2.2: Specific Outcomes:

Learn the basic statistical methods with a focus on the application of these methods to the business world.

1. First Phase:

SO1 (10 minutes): Explain the types of data, its scope & importance.

SO2(10minutes): To understand the limitations of data

2. Second Phase:

SO1(10minutes): To study the classification of data

SO2(10minutes): The understand how data are organised

3. Mind Map (2 minutes)

Create a mind map that gives knowledge about the concept of statistics, importance & scope of data, its types, classification & organization of data

4. Summary (2minutes)

Summarize the data types, its classification & organizing in real time business.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

Trade Unions, types, Importance, functions, Principles

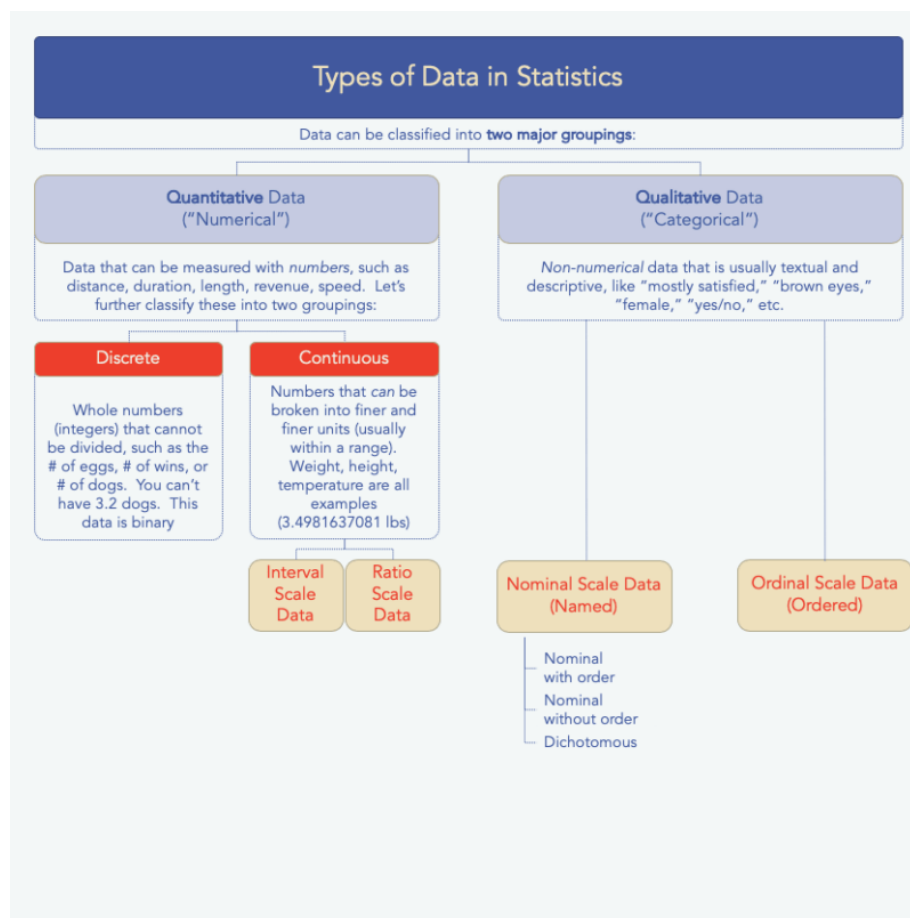
2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students are asked to discuss about statistical concept, types of data, classification of data & its methods, organizing data, problems under types of data in real time business.

4. Mind Map



5. Summary

Statistics is the branch of mathematics that deals with collecting, analyzing, interpreting, presenting, and organizing data. It is used to draw conclusions from data and make informed decisions in various fields, such as business, economics, social sciences, medicine, and more. Statistics provides tools to understand trends, patterns, and relationships within data, making it essential for research, planning, and policy-making.

6. Assessment

Formative Assessment 1 (FA1) (2 minutes)

Students are asked to explain the types of data, classification of data.

Formative Assessment 2 (FA2) (2 minutes)

Organizing data & problem solving in Unit-1

7. FAQ's: MSQ's/Descriptive questions:

1. Define statistics and explain the types of data.
2. Brief the methods of classification of data.
3. Explain the organization of data.

8. References:

- ✓ Gupta. S. P & Gupta. M.P. *Business Statistics*. New Delhi: Sultan Chand & Sons, 2015.



9. Verified by Subject Expert:

Ms. C.S. Purnima



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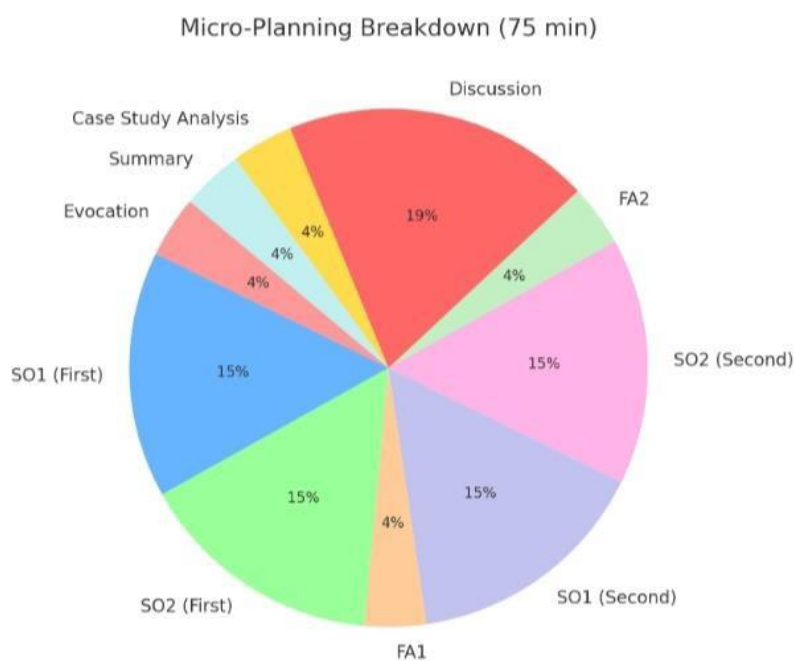
Lesson Plan

Programme:	MHRM
Semester:	I
Course Title:	Performance Management
Course Code:	21PHRE31
Hours per Week:	6
Total Hours:	75
Credits:	4
Maximum Marks:	60
Unit & Title	Unit I – Introduction to Performance Management
Name of the Faculty:	Ms. C.S. Purnima
Teaching-Learning Tools:	PowerPoint, Group Discussion, Case Studies

Pre-requisite Knowledge: Understanding of organizational goals and human resource functions.

Basic knowledge of performance appraisal methods.

Micro-Planning:



Total Duration: 75 minutes

Evocation: 3 min

SO2: 12 min

FA1: 3 min

SO1: 12 min

SO2: 12 min

FA2: 3 min

Discussion: 15 min

Case Study Analysis: 3 min

Summary: 3 min

1. Topics for Learning Through Evocation:

Definition and Importance of Performance Management

Objectives and Scope of Performance Management

Linkage with Organizational Goals

2. Topic Introduction:

2.1 : General Objective:

To understand the fundamental concepts of performance management and its role in improving organizational effectiveness.

2.2 : Specific Outcomes:

SO1: Explain the concept of performance management and its significance in an organization.

SO2: Identify the key elements and process of performance management.

First Phase:

SO1 (12 min): Define performance management, discuss its importance, and explain its role in achieving organizational success.

SO2 (12 min): Describe the performance management cycle, including planning, monitoring, and reviewing employee performance.

Second Phase:

SO1 (12 min): Discuss the key performance indicators (KPIs) and their role in evaluating employee effectiveness.

SO2 (12 min): Explain various performance appraisal methods, including 360-degree feedback, MBO, and BARS.

2.3 : Taxonomy of Objectives:

Knowledge Dimension	The Cognitive Process Dimension	Remember, Understand	Apply, Analyze	Evaluate	Create
A. Factual Knowledge					
B. Conceptual Knowledge					
C. Procedural Knowledge					
D. Meta-Cognitive Knowledge					

2.4 : Keywords:

Performance Management, Performance Appraisal, KPIs, Feedback Mechanism, 360-Degree Appraisal, Goal Setting

2.5 : Key Diagrams:

Performance Management Cycle

Performance Appraisal Methods

3.Discussion:

Students will discuss the significance of performance management in different sectors.

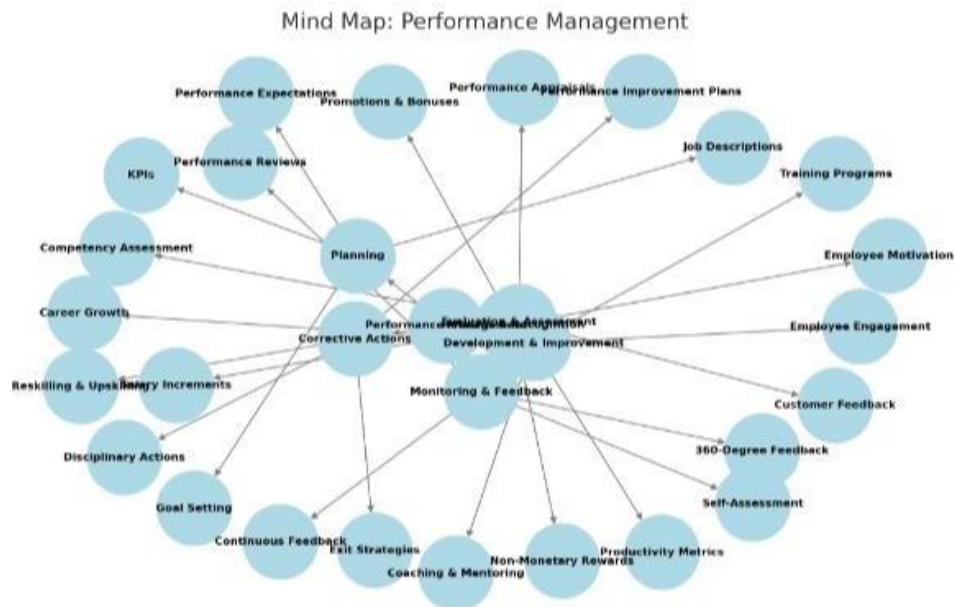
Case studies on successful performance management strategies.

Case Study Analysis (3 min):

Analyze a real-world case of performance management implementation in a corporate environment.

4.Mind Map (3 min):

Create a visual representation of the performance management process, linking each stage with its corresponding HR function.



5.Summary (3 min):

Summarize the objectives, importance, and key processes involved in performance management.

6.Assessment:

Formative Assessment 1 (FA1) (3 min):

Students are asked to define performance management and list its key components.

Formative Assessment 2 (FA2) (3 min):

A short quiz on performance appraisal methods.

7.FAQ's: Multiple-Choice & Descriptive Questions:

What is performance management?

Why is it important?

Explain the key steps in the performance management process.

What are the different types of performance appraisal techniques?

How does performance management align with organizational goals?

8. References:

Armstrong, M. (2014). Handbook of Performance Management. Kogan Page Publishers.

Aguinis, H. (2019). Performance Management (4th Edition). Pearson.

Rao, T.V. (2007). Performance Management and Appraisal Systems. SAGE Publications.

A handwritten signature in blue ink, appearing to read 'Purnima', with a stylized flourish at the end.

9.Verified by Subject Expert:

Ms. C.S. Purnima

A handwritten signature in dark ink, appearing to read 'H. P.', with a stylized flourish at the end.

Approved by HoD:

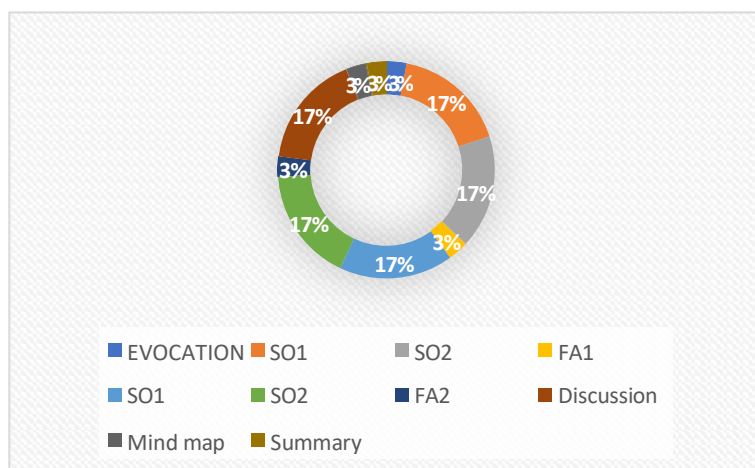
Lesson Plan

Programme:	MHRM
Semester	III
Course Title:	Business Environment
Course Code:	21PHRE32
Hours:	4 per week
Total Hours:	60
Credits:	3
Max Marks:	100
Unit & Title:	Introduction to Business Environment
Name of the Faculty:	Ms. M. Fatima Lucia Sheeba
T-L Tools:	PowerPoint Presentation, Case Studies, Group Discussions, Mind Maps

Pre-requisite Knowledge: Basic understanding of economic, political, and legal environments affecting businesses.

Micro-Planning: 60 minutes

MICRO-PLANNING SCHEME



Evocation: 2 min

SO1: 10 min

SO2: 10 min

FA1: 2 min

SO3: 10 min

SO4: 10 min

FA2: 10 min

Mind Map 2 min

Summary 2 min

1. Topics for Learning through Evocation (2 min)

- Overview of Business Environment
- Real-life examples of companies affected by external factors

2. Topic Introduction:

2.1 General Objectives:

- To understand the external forces shaping business decisions.
- To apply concepts to analyze market scenarios.

2.2 Specific Outcomes:

- Identify different components of the Business Environment.
- Analyze real-life business situations.

Mind Map Activity (2 Minutes):

Students will create a visual representation linking Economic, Political, Social, Technological, and Legal environments to real-world business examples.

Summary (2 Minutes):

- Business Environment consists of various external factors that influence companies.
- Economic policies and government regulations play a crucial role in shaping industries.
- Technological advancements create new opportunities and challenges.

2.3: Taxonomy of Objectives:

Knowledge Dimension	Cognitive Process Dimension
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Factual Knowledge	Understand, Apply
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Conceptual Knowledge	Analyze, Evaluate
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Procedural Knowledge	Create
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2.4: Key Keywords:

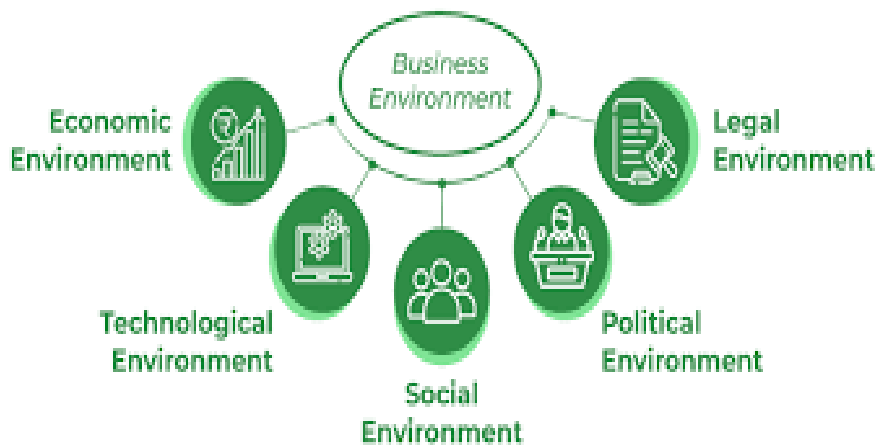
- Business Environment

- Economic Policies
- Government Regulations
- Market Trends

3. Discussion:

Students will discuss real-life business case studies where government policies or economic changes affected companies

4. Mind Map:



5. Summary:

The business environment is shaped by internal forces, such as owners, employees, and organisational culture, and external forces, including competitors, customers, suppliers, regulators, and broader socio-economic and political factors. These are often categorised as micro (internal) and macro (external) forces.

6. Assessment (Formative & Summative):

1. FA1 (2 min): Students define key terms in Business Environment.
2. FA2 (2 min): Case study discussion on the impact of government policies on businesses.
3. Summative Assessment: Written test with multiple-choice and descriptive questions.

7. FAQs / MSQs / Descriptive Questions:

1. What are the key components of the Business Environment?
2. How does the political environment influence business strategies?
3. Give an example of how a company adapted to technological changes.

8. References:

1. Francis Cherunilam – Business Environment, Himalaya Publishing.
2. Aswathappa K. – Essentials of Business Environment, Himalaya Publishing.



9. Verified by Subject Expert:
Ms. M. Fatima Lucia Sheeba



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Lesson Plan

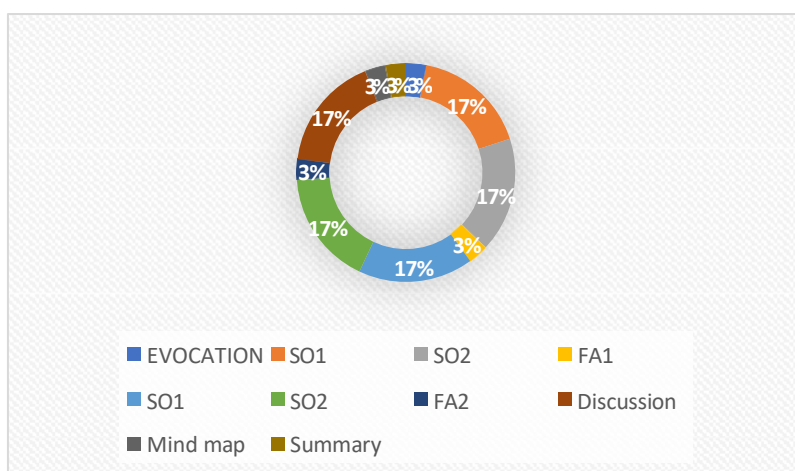
Programme:	MHRM
Semester:	IV
Course Title:	Strategic Human Resource Management
Course Code:	21PHRC41
Hours:	6
Total Hours:	75
Credits:	4
Max Marks:	60
Unit Title:	Introduction to Strategic Human Resource Management
Name of the faculty:	Ms. C.S. Purnima
T-L tools:	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge:

- Basic understanding of Human Resource Management (HRM)
- Knowledge of HR policies and organizational strategies

Micro-Planning 60 minutes

MICRO PLANNING SCHEME



Evocation: 2 min
 SO1: 10 min
 SO2: 10 min
 FA1: 2 min
 SO3: 10 min
 SO4: 10 min
 FA2: 2 min
 Mind Map 2 min
 Summary 10 min

1. Topics for Learning through Evocation: (2 min)

- Introduction to SHRM and its importance in organizations
- Asking students about their understanding of HR strategies in companies

2. Topic Introduction:

2.1 General Objectives:

- To understand the fundamentals of SHRM
- To analyze how strategic HR decisions impact business performance

2.2 Specific Outcomes:

- To differentiate between traditional HRM and SHRM
- To explore key HR strategies in organizational development

First Phase:

- SO1 (10 min): Explain the concept of SHRM, its objectives, and why it is essential
- SO2 (10 min): Discuss differences between HRM and SHRM with real-life examples

Second Phase:

- SO3 (10 min): Explain major SHRM strategies (e.g., workforce planning, leadership development, talent retention)
- SO4 (10 min): Role of SHRM in business competitiveness and long-term success

Mind Map (2 minutes)

- Create a visual mind map showing key SHRM strategies and their link to business goals

Summary (2 minutes)

- Recap of SHRM importance, key strategies, and real-world applications

2.4: Key Terms:

- Strategic HRM
- Talent Management
- Workforce Planning
- Organizational Agility

3. Discussion:

- How does SHRM contribute to employee retention and engagement?
- What are the latest trends in SHRM (AI, data analytics, remote work policies)?

4. Mind Map:



5. Summary:

Strategic Human Resource Management (SHRM) is a practice where an organization aligns its human resource functions, like recruitment, training, and performance management, with the company's overall strategic goals, ensuring that the workforce is actively contributing to achieving long-term business objectives, rather than just performing administrative tasks; essentially treating employees as valuable assets to gain a competitive edge in the market.

6. Assessment:

- Formative Assessment 1 (FA1) (2 min): Short MCQs or quick recall questions on SHRM concepts
- Formative Assessment 2 (FA2) (2 min): Group discussion on a case study about successful SHRM implementation

7. FAQs:

1. What is the key difference between HRM and SHRM?
2. How does SHRM influence business performance?
3. What are the core components of SHRM strategies?

8. References:

- Milkovich, Newman & Venkataratnam (2017), Compensation
- Bhattacharyya, D. K. (2014), Compensation Management
- Additional academic journals on SHRM



9. Verified by Subject Expert:

Ms. C.S. Purnima



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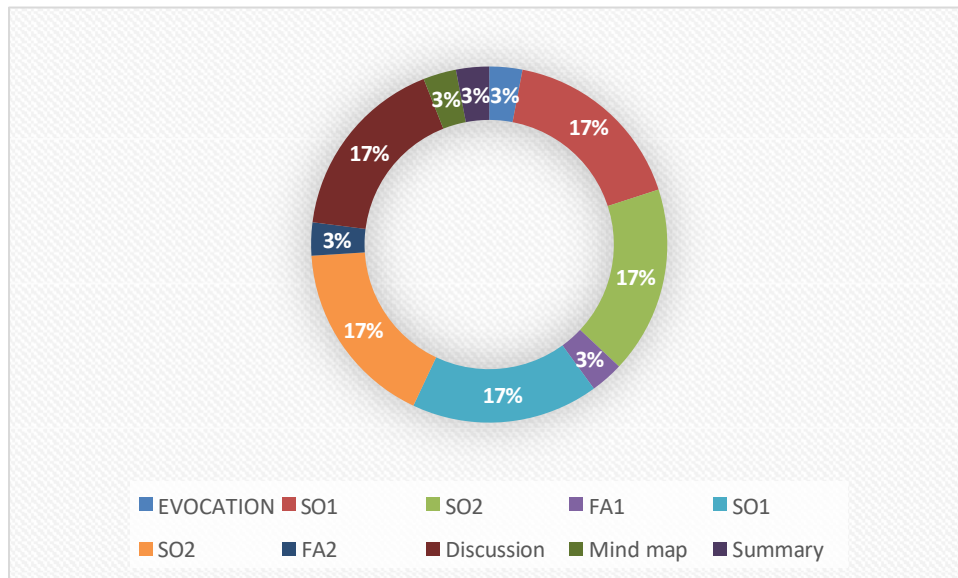
Lesson Plan

Programme	MHRM
Semester	IV
Course Title	Human Resource Information System
Code	21PHRC42
Hours	6
Total Hours	90
Credits	4
Max Marks	60
Unit& Title	Unit I - Introduction to Human Resource Information System (HRIS) and Its Applications
Name of the Faculty	Ms. M. Fatima Lucia Sheeba
T-L tools	Mind Maps, Power point, Group Discussion

Pre-requisite Knowledge : Basic understanding of human resource management functions and Familiarity with information systems and technology in HR.

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 : 10 min

SO2 : 10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- how technology is transforming HR.
- HR software like SAP, Workday, or Oracle HRMS

2. Topic Introduction:

2.1: General Objective:

- To understand the role and significance of Human Resource Information Systems (HRIS) in modern organizations.

2.2: Specific Outcomes:

Learn the basic of Human Resource Information System software and its application in the business world.

First Phase:

SO1 (10 minutes): Define HRIS and explain its components.

SO2(10minutes): Discuss the benefits and challenges of implementing HRIS.

Second Phase:

SO1(10minutes): Case study discussion on successful HRIS implementation in companies.

SO2(10minutes): students are asked to design a basic HRIS framework for an organization

Mind Map (2 minutes)

Create a visual representation of HRIS components, such as payroll management, employee database, and performance tracking.

Summary(2minutes)

Summarize key takeaways and discuss the future trends of HRIS in HRM.

2.3: Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyze	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge			2			
C. Procedural Knowledge				2		
D. Meta Cognitive Knowledge						1

2.4 : Keywords:

HRIS, Employee Database Management, Payroll System, Performance Management Software, HR Analytics

2.5 : Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students are asked to discuss about the impact of HRIS on HR decision-making

4. MindMap



5. Summary

HRIS (Human Resource Information System) software is a digital tool designed to manage and streamline HR processes within an organization. It helps automate tasks like employee data management, payroll processing, recruitment, benefits administration, performance tracking, and compliance management. HRIS systems improve efficiency, reduce manual errors, and provide HR teams with valuable insights for decision-making. This software is central to managing an organization's workforce, enhancing productivity, and ensuring compliance with labor laws.

6. Assessment

FormativeAssessment1(FA1) (2minutes)

Students are asked to explain HRIS features.

Formative Assessment 2 (FA2) (2 minutes)

Group presentations on HRIS models.

7. FAQ's: MSQ's/Descriptive questions:

1. What are the key benefits of HRIS in an organization?
2. How does HRIS improve HR efficiency and decision-making?

8. References:

- ✓ Kavanagh, M. J., & Thite, M. (2022). Human Resource Information Systems: Basics, Applications, and Future Directions.
- ✓ Dessler, G. (2022). Human Resource Management.



9. Verified by Subject Expert:



Approved by HoD

Lesson Plan

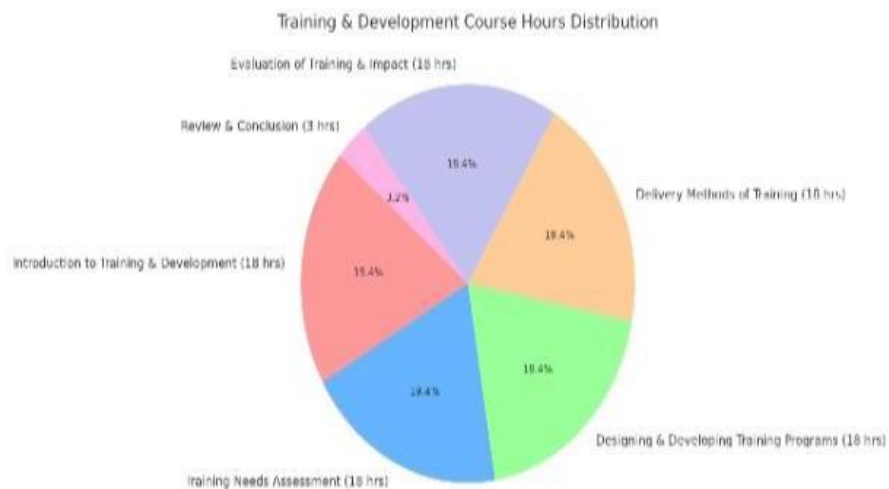
Programme	MHRM
Semester	I
Course Title	Training and Development
Code	21PHRC43
Hours	6
Total hours	75
Credits	4
Max Marks	60
Unit & Title	Unit-III: Training methods and tools
Name of the faculty	Ms. C.S. Purnima
T-L tools	Mind Maps, Power point, Group Discussion

Course Objectives:

To understand the fundamental concepts of training and development in organizations.

To develop skills for identifying training needs and designing effective training programs.

To learn the various methods of training delivery and evaluate training effectiveness.



Unit Breakdown:	Unit 1: Introduction to Training
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	and Development
Hours:	15

Topics Covered:

- Definition and Importance of Training & Development
- Types of Training (On-the-job and Off-the-job)
- Training and Development vs. Learning and Education
- Objectives of Training Programs
- Training as a Strategic Tool for Organizations

Teaching Methods:

- Lectures and discussions
- Case studies on training strategies in global companies
- Group activities to design training programs

Assessment:

Class participation

Short Quiz (10 marks)

Unit 2:	Training Needs Assessments
Hours:	15

Topics Covered:

- Importance of Training Needs Assessment (TNA)
- Methods for Conducting a TNA
- Role of Job Analysis in Identifying Training Needs
- Aligning Organizational Goals with Training Programs
- Data Collection Tools (Surveys, Interviews, Focus Groups)

Teaching Methods:

- Lectures with real-life case study examples
- Interactive sessions on identifying needs using practical tools
- Role-play exercises on conducting TNA

Assessment:

Assignment on designing a TNA for a sample organization (10 marks)

Unit 3:	Designing and Developing Training Programs
Hours:	15

Topics Covered:

- Instructional Design Models (ADDIE, SAM, etc.)
- Setting Learning Objectives and Outcomes
- Designing Training Material
- Trainer's Role and Competencies
- Blended Learning Approaches (Virtual and In-Person Training)

Teaching Methods:

- Workshops on writing effective learning objectives
- Group work on designing training modules
- Discussions on best practices in instructional design

Assessment:

Group Project: Designing a training program for an organization (10 marks)

Unit 4 :	Delivery of Training Program
Hours:	15

Topics Covered:

Training Methods (Classroom, E-learning, Simulation, Case Studies, Role Play)

Soft Skills Training

- Technology in Training (Virtual Classrooms, Learning Management Systems)
- Trainer's Skills and Communication Techniques
- Motivating Learners and Ensuring Engagement

Teaching Methods:

- Demonstration of various training techniques
- Group discussions on the effectiveness of different methods
- Peer teaching exercises to practice presentation skills

Assessment:

Practical demonstration of a training module (10 marks)

Unit 5 :	Evaluation and Impact of Training
Hours:	15

Topics Covered:

Training Evaluation Models (Kirkpatrick's 4 Levels of Evaluation, ROI)

Measuring Training Effectiveness (Feedback, Behavior Change, ROI)

Challenges in Training Evaluation

Post-training Support and Transfer of Learning

Continuous Learning Culture in Organizations

Teaching Methods:

Lectures and group discussions on evaluation models

Analysis of case studies on training evaluation

Workshops on designing evaluation frameworks

Assessment:

Report on evaluating the effectiveness of a training program (10 marks)

Method of Evaluation:

Internal Assessments (40 Marks):

Quizzes, Assignments, and Case Studies: 30 Marks

Class Participation and Discussions: 10 Marks

End-Term Examination (20 Marks)

Theoretical and practical application of the concepts taught.

Teaching Resources:

Textbooks:

Training and Development by Raymond A. Noe

Employee Training & Development by Robert L. Mathis, John H. Jackson

Research Papers, Online Resources, and Case Studies

Course Schedule Overview (6 Hours per Week):

Week	Topics	Hours
1-3	Introduction to Training & Development, Importance, and Objectives	18
4-6	Training Needs Assessment Methods and Tools	18
7-9	Designing and Developing Training Programs	18
10-12	Delivery Methods of Training Programs	18
13-15	Evaluation of Training Programs and Impact	18
16	Review and Course Conclusion	3

This lesson plan balances theory with practice and encourages student participation through various methods like discussions, group projects, and role-play. Each unit builds on the previous one, allowing students to progressively gain comprehensive knowledge in training and development.



9.Verified by Subject Expert:

Ms. C.S. Purnima



Approved by HoD:

Lesson Plan

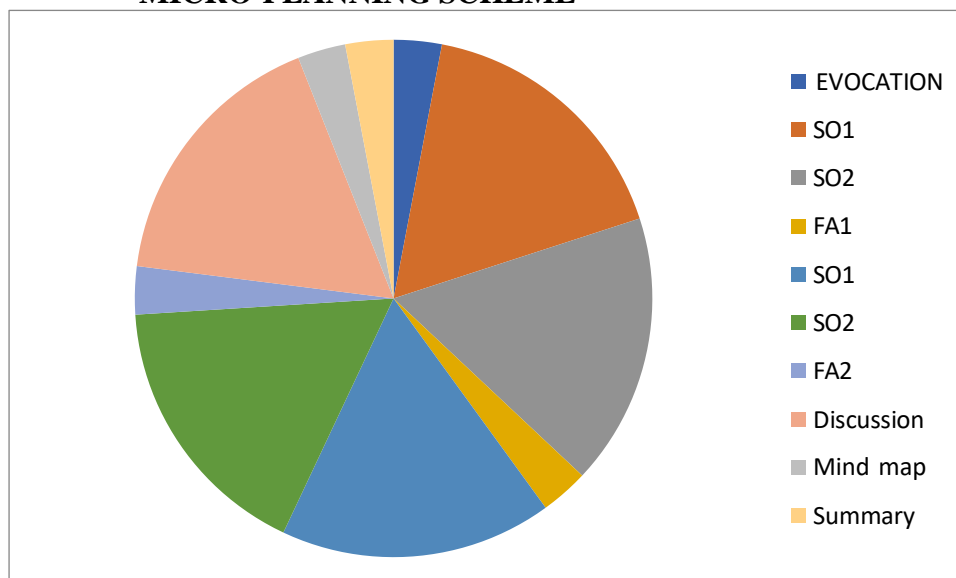
Programme	MHRM
Semester	I
Course Title	Coaching, Mentoring and Counselling
Code	21PHRC44
Hours	6
Total Hours	75
Credits	4
Max Marks	60
Unit& Title	Unit I- Introduction to Coaching, Mentoring, and Counselling
Name of the Faculty	Ms. Jesu Sahaya Sherina
T-L tools	PowerPoint, Case Studies, Group Discussions, Role Play

Pre-requisite Knowledge : Basic understanding of employee development

Importance of guidance and support in HR

Micro-Planning : 60minutes

MICRO-PLANNING SCHEME



Evocation : 2 min

SO1 : 10 min

SO2 : 10 min

FA1 : 2 min

SO1 :10 min

SO2 :10 min

FA2 : 2 min

Discussion : 10 min

Mind Map : 2 min

Summary : 2 min

1. Topics for learning through Evocation:

Brief explanation about

- What is coaching, mentoring, and counselling?
- Key distinctions and overlap between them
- Role of HR professionals in implementing these practices

1. Topic Introduction:

2.1 : General Objective:

To understand the principles and application of coaching, mentoring, and counselling in an organizational context.

2.2 : Specific Outcomes:

First Phase:

SO1: Explain coaching, mentoring, and counselling with examples.

SO2: Describe their importance in employee development.

Second Phase:

SO3: Identify techniques used in coaching.

SO4: Analyze different mentoring models.

Mind Map (2 minutes)

A mind map illustrating the interrelation of coaching, mentoring, and counselling and how they apply in HRM.

Summary(2minutes)

- Coaching: Performance improvement and goal achievement
- Mentoring: Long-term development and career growth
- Counselling: Addressing personal and professional challenges

2.3 : Taxonomy of objectives:

Taxonomy of objectives						
Knowledge Dimension	The Cognitive Process Dimension					
	Remember	Understand	Apply	Analyse	Evaluate	Create
A. Factual Knowledge		1				
B. Conceptual Knowledge		2				
C. Procedural Knowledge	2					
D. Meta Cognitive Knowledge			1			

2.4: Keywords:

Coaching, Mentoring, Counselling, Employee Development, HR Practices

2.5: Key Diagrams (if any)

Power point Presentation

3. Discussion:

Students will share their understanding and experiences of coaching, mentoring, or counselling.

Group discussion on how HR professionals implement these in organizations.

4. Mind Map



5. Summary

"Coaching" focuses on achieving specific goals and improving performance through actionable strategies.

"Mentoring" provides guidance and support based on a mentor's experience to foster long-term career growth.

"Counselling" addresses emotional and mental health challenges by helping individuals process difficult experiences and develop coping mechanisms, with a primary focus on well-being rather than goal achievement.

6. Assessment:

Formative Assessment 1 (FA1) (5 minutes): Short quiz on key concepts.

Formative Assessment 2 (FA2) (5 minutes): Real-life scenario discussion on choosing between coaching, mentoring, or counselling.

7. FAQ's: MSQ's/Descriptive questions:

What is the difference between coaching, mentoring, and counselling?

Explain the role of coaching in employee development.

Discuss the various mentoring models used in organizations.

8. References:

Garvey, B., Stokes, P., & Megginson, D. (2017). Coaching and Mentoring: Theory and Practice. SAGE Publications.

Zeus, P., & Skiffington, S. (2000). The Complete Guide to Coaching at Work. McGraw-Hill.

Parsloe, E., & Leedham, M. (2016). Coaching and Mentoring: Practical Techniques for Developing Learning and Performance. Kogan Page.



9. Verified by Subject Expert
Ms. Jesu Sahaya Sherina



Approved by HoD