

**SD COLLEGE HOSHIARPUR**  
**DEPARTMENT OF MANAGEMENT**  
**LECTURE PLAN FOR THE SESSION 2021-22**

Class	<b>BBA(SEMESTER- VI)</b>
Subject name and code	BBA 224: HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT
Max. Marks and duration of exam.	100 (Theory:80, Internal Assessment:20) and 3 hours
Duration of lecture	45 minutes per day
No. of lectures delivered per week	6 lectures
Submitted by	Saurabh Thakur, Department of Management

**Course Objective:** Making students to understand the basic concepts, philosophies, Process and techniques of Human Resource Management within an organization.

**UNIT-I**

<b>Topics</b>	<b>Content</b>	<b>Specific objectives</b>	<b>Methods and Techniques</b>	<b>Resource and links</b>
<b>Human Resource Planning</b>	Meaning, Features, Factors affecting HRP, Objectives, importance, types.	Making students to understand the basic concepts, philosophies, Process and techniques of HRM.	Class room teaching with example  PowerPoint Presentations  Case studies Google class	1. Human Resource Planning: The Indian Dynamic by SujataMangaraj and PratimaJaiswal, Mahamaya Publishing House  2. Human Resource Planning by Dipak Kumar Bhattacharya, Excel Books  3. The hand Book of Human Resource Planning by Gordon McBeath, Blackwell Publishers  4. Performance Management by A. S.

				<p>Kohli and T. Deb, Oxford University Press</p> <p>5. Performance Management: Key strategies and practical guidelines by R.S Mauli.</p>
<b>Human Resource Planning</b>	HRP Process, techniques of demand and supply forecasting, Problems in HRP and suggestions to effective HRP.			<p><b>INTERNET WEBSITES</b> <a href="http://www.slideshare.in">www.slideshare.in</a> <a href="http://www.scribd.com">www.scribd.com</a> <a href="http://www.managementparadise.com">www.managementparadise.com</a></p>
<b>Career Planning and Development</b>	Meaning, objectives, individual career planning, elements of career management programme, career stages, benefits and limitations.			
<b>Succession Planning</b>	Importance, challenges, components and suggestions.			

## Unit -II

Topics	Content	Specific objectives	Methods and Techniques	Resource and links
<b>Performance Management</b>	Meaning, pre-requisites, principles, objectives, process, challenges, Performance appraisal and performance management.	Making students to understand the basic concepts, philosophies, Process and techniques of HRM.	Class room teaching with example  PowerPoint Presentations  Case studies Google class	
<b>Performance Planning</b>	Features, objectives, goal setting, expectancy theory, competency mapping.			
<b>Performance Appraisal</b>	Objectives, methods, limitations, potential appraisal.			
<b>Ethics in Performance Management</b>	Ethical issues and dilemmas.			

### QUESTION BANK

#### SHORT QUESTIONS

1. What do you mean by manpower planning?
2. What are functions of manpower planning?
3. Define career planning?
4. What are objectives of career planning?
5. Define recruitment.
6. What is meant by outsourcing?
7. What are objectives of performance management?
8. Explain about principles of performance management?

## **LONG QUESTIONS**

1. What do you mean by performance appraisal?
2. What are contents of performance planning?
3. Bring out types and purposes of employment tests.
4. What are methods for potential appraisal?
5. Define cudbury preview appraisal?
6. What is MBO?
7. What are various customer feedback methods?
8. Explain criteria and techniques of succession planning?