

Government Polytechnic For Women, Faridabad
Diploma in Business Management
Sem -IV
Lesson Plan

Subject: HRM-II(H.R)

Month	Week	Lectures	Topic
MARCH	Week 1	1	Introduction of the subject
		2	Unit-1 Introduction of Human Resource Management
		3	Feature of HRM
		4	Feature of HRM
	Week 2	1	Importance of Human Resource in an organisation
		2	Importance of Human Resource in an organisation
		3	Role of Human Resource in an organisation
		4	Role of Human Resource in an organisation
		5	Limitation of Human Resource Management
	Week 3	1	Impact of Technology on HRM
		2	Unit-2 Job Analysis, Job Description and specification
		3	Concept
		4	Objectives
	Week 4	1	Contents
		2	Contents
		3	Process
		4	Process
APRIL	Week 1	1	Revision of Unit-1 and Unit-2
		2	Sessional-1
		3	Sessional-1
		4	Sessional-1
	Week 2	1	Sessional-1
		2	Sessional-1
		3	Unit-3 Selection, Induction, Placement
		4	Introduction and concept
	Week 3	1	Importance of Selection
		2	Importance of Selection
		3	Process of Selection
		4	Process of Selection
		5	Method of Selection
	Week 4	1	Method of Selection
		2	Importance of Induction and placement
		3	Process of Induction and placement
		4	Techniques
		5	Unit-4 Job Enlargement, Job Enrichment, Job Satisfaction
	Week 1	1	Meaning
		2	Concept
		3	Concept
		4	Techniques
		5	Techniques

MAY	Week 2	1	Sessional-2
		2	Sessional-2
		3	Sessional-2
		4	Sessional-2
		5	Sessional-2
	Week 3	1	Job Satisfaction
		2	Work Behaviour
		3	Quality of Work Life
		4	Unit-5 Introduction
		5	Meaning
	Week 4	1	Concept
		2	Causes and effects
		3	Effects
		4	Control
	Week 5	1	Measurement
		2	Measurement
		3	Exit Interview
JUNE	Week 1	1	Exit Interview
		2	Revision of Unit-5
	Week 2	1	Sessional-3
		2	Sessional-3
		3	Sessional-3
		4	Sessional-3
		5	Sessional-3
	Week 3	1	Revision of Unit-1
		2	Revision of Unit-1
		3	Revision of Unit-2
		4	Revision of Unit-2
		5	Revision of Unit-3
	Week 4	1	Revision of Unit-4
		2	Revision of Unit-5
		3	Revision of Unit-5
		4	Oral Test
		5	Written Test

