

**COURSE OBJECTIVES:****To make the students**

1. To understand the concept of the Human resource management and HR practices in real organization.
2. To analyse the case studies, HR process and apply the theoretical learning into lifelong practice.
3. To Critically evaluate the appropriate alternatives methods for HR practices and select the best methods suiting the situation.
4. To Communicate in oral and written form and prepare report
5. To Work in team and exhibit leadership skills

**COURSE OUTCOMES:****Learners should be able to**

1. Understand the concept of the Human resource management and HR practices in real organization.
  2. Analyse the case studies, HR process and apply the theoretical learning into lifelong practice.
  3. Critically evaluate the appropriate alternatives methods for HR practices and select the best methods suiting the situation.
  4. Communicate in oral and written form and prepare report
  5. Work in team and exhibit leadership skills
- 
1. Select one of the company, from the best place to work in India. Study on their HR practices and write a report on Best practices and HR manager of the company.
  2. Select three job advertisement in Newspaper for a selected profile and prepare presentation on job analysis and job description. For that profile.
  3. Procedure for the Recruitment process. (Evaluate importance of various methods and how to select the best for a particular scenario)
  4. Procedure for use of online portal for the recruitment process (Cloud computing, Talent Management)
  5. Procedure for the selection process. (Evaluate importance of various methods and how to select the best for a particular scenario)
  6. Procedure for induction process
  7. Procedure for designing and conducting a training programming. . (Evaluate importance of various methods and how to select the best for a particular scenario)
  8. Procedure for performing appraisal in an organization . (Evaluate importance of various methods and how to select the best for a particular scenario)
  9. Procedure or norms for fixing the compensation package for a profile in a particular industry.

10. Procedure for the employee grievance redressal and drawing a solution.
11. Select a company and interview a HR manager and collect the detail of the HR practices followed in the company (Prepare a case study or video case).

**SUGGESTED READINGS:**

1. Aswathappa, K. (2017). *Human Resource Management*, 6<sup>th</sup> edition, McGraw Hill Education, NewDelhi.
2. Dessler, G. and BijjuVarkkey (2017). *Human Resource Management*, 15<sup>th</sup> edition, Pearson Education, NewDelhi.
3. David A. Decenzo , Stephen P. Robbins, Susan L. Verhulst (2015), *Human Resource Management*, 11<sup>th</sup> edition, Wiley, NewDelhi.
4. George W Bohlander and Scott., Snell., (2016). *Principles of Human Resource Management* , 16<sup>th</sup> edition, Cengage India, NewDelhi.
5. Scott Snell, George Bohlander , Veena Vohra (2010), *Human Resources Management: A South Asian Perspective*, 1<sup>st</sup> edition, Cengage India, NewDelhi.



**KARPAGAM ACADEMY OF HIGHER EDUCATION**  
(Deemed to be University Established under section 3 of UGC Act 1956)  
Coimbatore-641021  
**Department of Management**

**Name: Dr. M. Usha**

**Subject Code: 18BAU313A**

**Subject: Practical – Human Resource Management Lesson Plan**

**Department: Management**

**Year: 2018-2021 Batch**

SL. No.	Lecture Duration (Hr)	Topics to be covered	Support Materials
1	1	Introduction to tally Sample Program	T: Pg.No.:1-3
2	1	Creation of new company in integrate mode	R1:Pg.No.: 5-6
3	1	Creation of new company in inventory mode	R1:Pg.No.: 7-10
4	1	Primary group creation Sub group creation	T: Pg.No.:4-9
5	1	Sample programme Creation of Single ledger	R2:Pg.No.: 18-25
6	1	Creation of Multiple ledger in Tally	R2:Pg.No.: 25-30
7	1	Create Accounting Voucher with examples in Tally	R3:Pg.No.: 54-58
8	1	Sample programme Enter the Payment & Receipt Voucher	R3:Pg.No.: 59-64
9	1	Sample programme Enter the Purchase and Sales Voucher	R3:Pg.No.: 64-72
10	1	Enter the Debit note, Credit note, Journal and Memorandum & Post Dated Voucher in Tally	R3:Pg.No.: 72-89
11	1	Introduction to Stock Sample programme	T: Pg.No.:17-24

12	1	Create Stock Group, Stock Items and Unit of Measurement in Tally	T: Pg.No.:24-32
13	1	Prepare Inventory and Manufacturing Vouchers and Statements LIFO & FIFO Methods	R4:Pg.No.: 36-48
14	1	Simple Average and Weighted Average	R4:Pg.No.: 48-50
15	1	Prepare the Ratio Analysis	R2:Pg.No.: 65-67
16	1	Financial and Operating Ratio	R2:Pg.No.: 67-70
17	1	Investment Ratio	R5:Pg.No.: 2.1-2.7
18	1	Introduction to Fund flow and Cash flow Statement	R5:Pg.No.: 2.8
19	1	Preparation of Fund flow and Cash flow Statement	R5:Pg.No.: 2.8-2.11
20	1	Preparation of Reports: Trial balance, Trading account, Profit and Loss account and Balance Sheet	R5:Pg.No.: 2.8-2.11
21	1	Create a Payroll in tally with suitable example	T: Pg.No.:73-81
22	1	Revision – I	
23	1	Revision – II	
24	1	Revision – III	
<b>Total no. of hours planned</b>			<b>24</b>

**TEXT BOOKS: (T)**

1. Tally education, (2018), Official Guide to Financial Accounting Using Tally, ERP 9 with GST (Release 6.4), 4<sup>th</sup> revised and updated edition, BPB Publications, New Delhi.



**SUGGESTED READINGS:(R)**

1. Ashok.K. Nadhini (2018), Tally ERP Training Guide – 4<sup>th</sup> edition, BPB Publications, New Delhi.
2. Nellai Kannan, (2017), *Tally*. Nels Publishing Company, New Delhi.
3. Sajee Kurian, (2017), Learning Tally ERP 9 with GST, 1<sup>st</sup> edition, Blessings Inc, Mumbai
4. Ajay Maheswari and Shubham Maheshwari (2017), Implementing GST in Tally ERP 9
5. Shraddha Singh (Author), Naveen Mehra (2014), Tally ERP 9 (Power of Simplicity): Software for Business and Accounts, V&S Publishers, New Delhi.

**PROGRAMME –I**

**A REPUTED CONCERNS REPORT ON BLOOMING HR PRACTICES**

**Aim:**

To study the a reputed concerns report on blooming hr practices

**Procedure:**

- Identification of reputed concern (For ex:Nestle)
- Nestle concern HR Practices have identified
- The key factors of promotion of the concern as listed
- Blooming opportunities for the employees have been determined
- Strength and weakness of the concern is also identified
- Based on the report of the HR practices, primary and functional activity of Human Resource Management came to know the path of the succession

**OUTPUT - 1**

**HUMAN RESOURCE PRACTICES IN NESTLE CONCERN**

KAHE

**PROGRAMME –II**

**BASED ON JOB ADVERTISEMENT DERIVE JOB ANALYSIS AND JOB DESCRIPTION**

**Aim:**

To prepare job analysis and job description based on the job advertisement

**Procedure:**

- Job advertisement in newspaper has been taken for analysis (For ex: Swiggy ad chosen)
- The requirement and the need of the job has been analysed based on the information provided in the swiggy ad.
- Job description has been narrated based on the swiggy ad. Job title, Job family, position, job code and responsibility has been derived from the ad.
- The clear definite job description has been derived through the ad
- Output emphasizes the result on the way to analyse and describe a job.
- Hiring aspects significance was demonstrated through these results, towards the preparation on job analysis and job description.

**PROGRAMME –II**

**BASED ON JOB ADVERTISEMENT DERIVE JOB ANALYSIS AND JOB DESCRIPTION**

**Aim:**

To prepare job analysis and job description based on the job advertisement

**Procedure:**

- Job advertisement in newspaper has been taken for analysis (For ex: Swiggy ad chosen)
- The requirement and the need of the job has been analysed based on the information provided in the swiggy ad.
- Job description has been narrated based on the swiggy ad. Job title, Job family, position, job code and responsibility has been derived from the ad.
- The clear definite job description has been derived through the ad
- Output emphasizes the result on the way to analyse and describe a job.
- Hiring aspects significance was demonstrated through these results, towards the preparation on job analysis and job description.

**PROGRAMME –III**

**RECRUITMENT PROCESS AND METHODS**

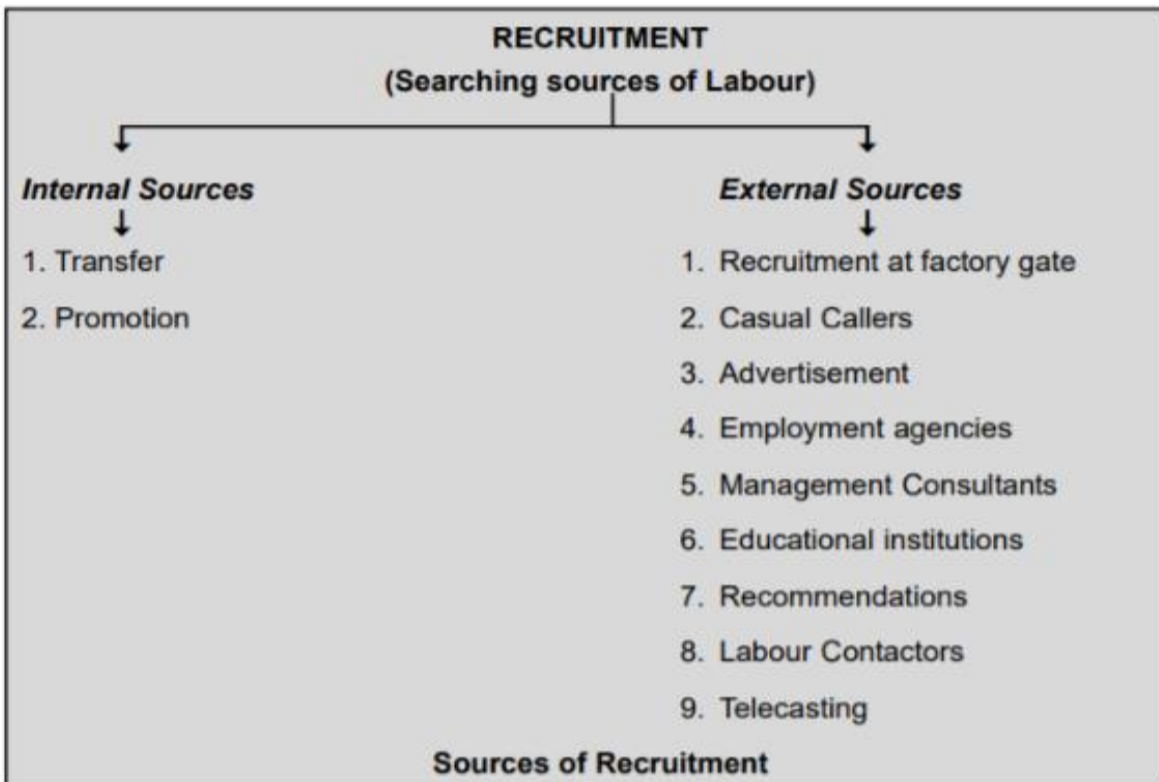
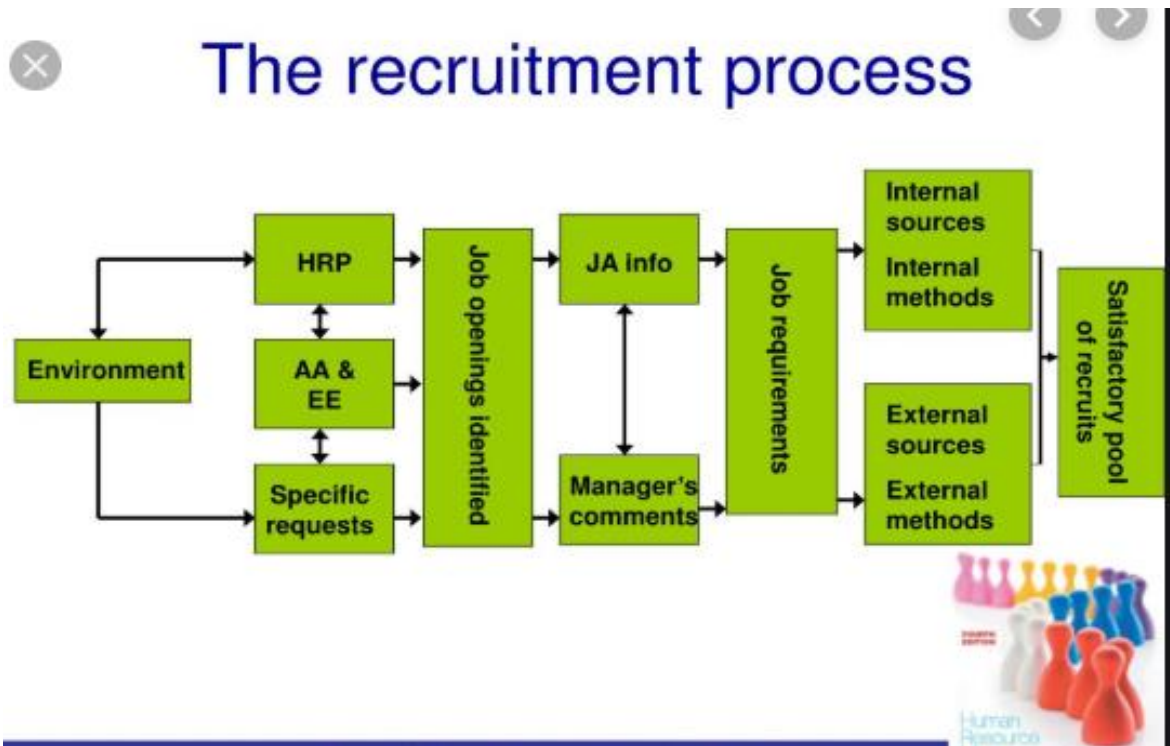
**Aim:**

To study the various recruitment process, methods of recruitment and ways to choose the best method of recruitment based on the present scenario

**Procedure:**

- Identification of manpower is the first step in the recruitment process
- The manpower planning leads for the next step of Job analysis
- In Job analysis the Job description and Job Specification represents for the HR towards the need and requirement of the position clearly and definitely.
- Defined manpower planning and job analysis insists for the choice of the recruitment methods. (Internal and External)
- Final decision regarding internal or external method, assist the hr to pool for the recruitment of candidates for the specific vacancy.
- The need of the organization enriches more towards the selection of the methods of recruitment in the present scenario.

OUTPUT - 3



**PROGRAMME –IV**

**ONLINE PORTAL RECRUITMENT PROCESS**

**Aim:**

To study the various online portal for recruitment process in the present scenario

**Procedure:**

- Online portal recruitment is also known as E-recruitment
- Online portal recruitment process bridges the gaps between the recruiter and job seeker
- Naukri, sign.com, monster, times, glass door etc., various online portal supports for hiring people.
- Registering in online portal, ensure the job profile of the job seeker.
- Process in online recruitment: Checkout social media, Gather referrals, Attend career fair, join in a recruitment network and examine in the pool of candidates.
- Communication, Analysing, quick processing is possible towards the online portal.
- Technology enlightenment highlights the recruitment process through online portal in the present scenario



**OUTPUT - 4**

**ONLINE PORTAL – RECRUITMENT PROCESS**

The image shows a screenshot of the Monster India recruitment portal. The top section is titled "APPLICANT SIGN UP" and contains several input fields for registration: First Name, Middle Name, Last Name, Email, Confirm Email, New Password, Confirm Password, Date Of Birth As Per Matriculation Certificate, Security Question, and Security Question Answer. There are also instructions on the right side of the form, such as "Name and Date of birth as per Matriculation certificate" and "These details will not be changed later." Below the form, there is a captcha section with the text "Enter Captcha Character" and a "Refresh Captcha" button. The bottom section of the image shows the Monster India logo and a search bar for jobs, with a "Go" button. There are also links for "Employers" and "Job Seekers" on the right side of the page.

**APPLICANT SIGN UP**

First Name:  Middle Name:  Last Name:

Email:  Confirm Email:

New Password:  Confirm Password:

Date Of Birth As Per Matriculation Certificate:

Security Question:  Security Question Answer:

Enter Captcha Character:  Refresh Captcha

**monster India**  
MagicSearch finds you the right job

**Search Jobs** powered by MagicSearch  
Put Job Titles, Location, Company Name, Skills, Industry, etc.

Tip: | Advanced Search

**Jobs by Category**

Ahmedabad	Chennai	Kolkata
Bangalore	Delhi	Mumbai
Chandigarh	Hyderabad	Pune
Aurangabad	Indore	Nashik
Banar	Jaipur	Noida
Bhopal	Kerla	Surat

**Jobs by Location**

**Find the Right Job Faster**

- ExpressResume
- Right Resume
- Career Booster
- Resume Highlighter
- Psychometric Test

**Employers** [Login here](#)

**Looking to Hire?**

- Post Jobs
- Search Resumes
- Buy Online

**Contact Us**

**Job Seekers** [Login here](#)

**Double your chances of getting the right job**

**New User? Register Now**

**PROGRAMME –V**

**SELECTION PROCESS**

**Aim:**

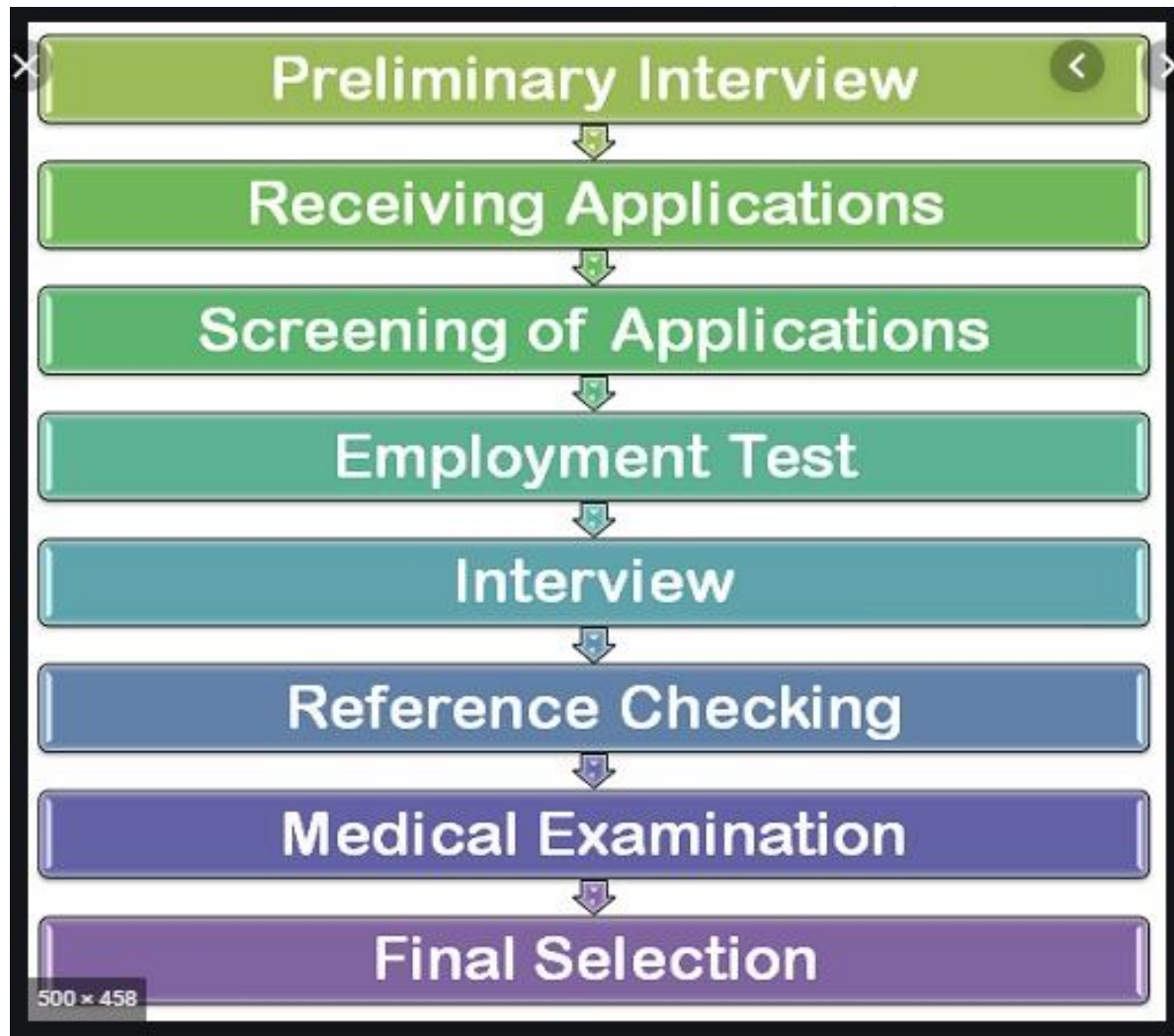
To study the procedures of selection procedures, methods and derive the best method in present scenario

**Procedure:**

- Recruitment leads for the selection procedures
- Selection process depends upon the sources of the recruitment
- Internal sources of recruitment, not requisists for more selection procedures than external source (Strength and weaknesses identified early)
- External sources of recruitment leads for the steps in the selection process.
- Probably first step of selection process is preliminary interview
- The next step is to proceed with receiving application, screening, interview and medical examination
- Final step would be the personal interview towards face to face interaction.
- The best selection procedures could be decided based on the job specification and job evaluation

**OUTPUT - 5**

**SELECTION PROCESS**



**PROGRAMME –VI**

**PROCEDURES FOR INDUCTION PROCESS**

**Aim:**

To study the procedures for induction process

**Procedure:**

- Induction is designed to provide a new employee with the information, he/she needed to function comfortably and effectively in the organization.
- Its an idea to welcome new comers and to bring them a good feel towards the job.
- Induction conveys three types of information:1.Firms information 2. General information (organization policy, rules and regulation, daily work routine information etc.,) 3. Expectation of the concern towards job contribution
- A formal definition of induction is “...planned introduction of employees to their jobs, their co-workers and the organization.”
- Probably in organization both formal and informal induction procedures will be followed to welocome the new employees.
- Formal procedures includes tour of the office or plant, a talk about the history of the organization and short discussion towards organizational benefit plan.
- Informal procedure includes being assigned to another senior employee.
- There is no model induction procedure. Each industry develops its own procedures as per its needs.

**OUTPUT - 6**

## **Steps in induction:-**

**1. Tour of facilities**

**2. Introduction to the other employees, superiors and subordinates.**

**3. Description of organizational functions.**

**4. Departmental visit**

**5. Orientation to philosophy goals and objectives**

**6. Administration policies and procedures**

**PROGRAMME –VII**

**PROCEDURE FOR DESIGNING AND CONDUCTING A TRAINING PROGRAMME**

**Aim:**

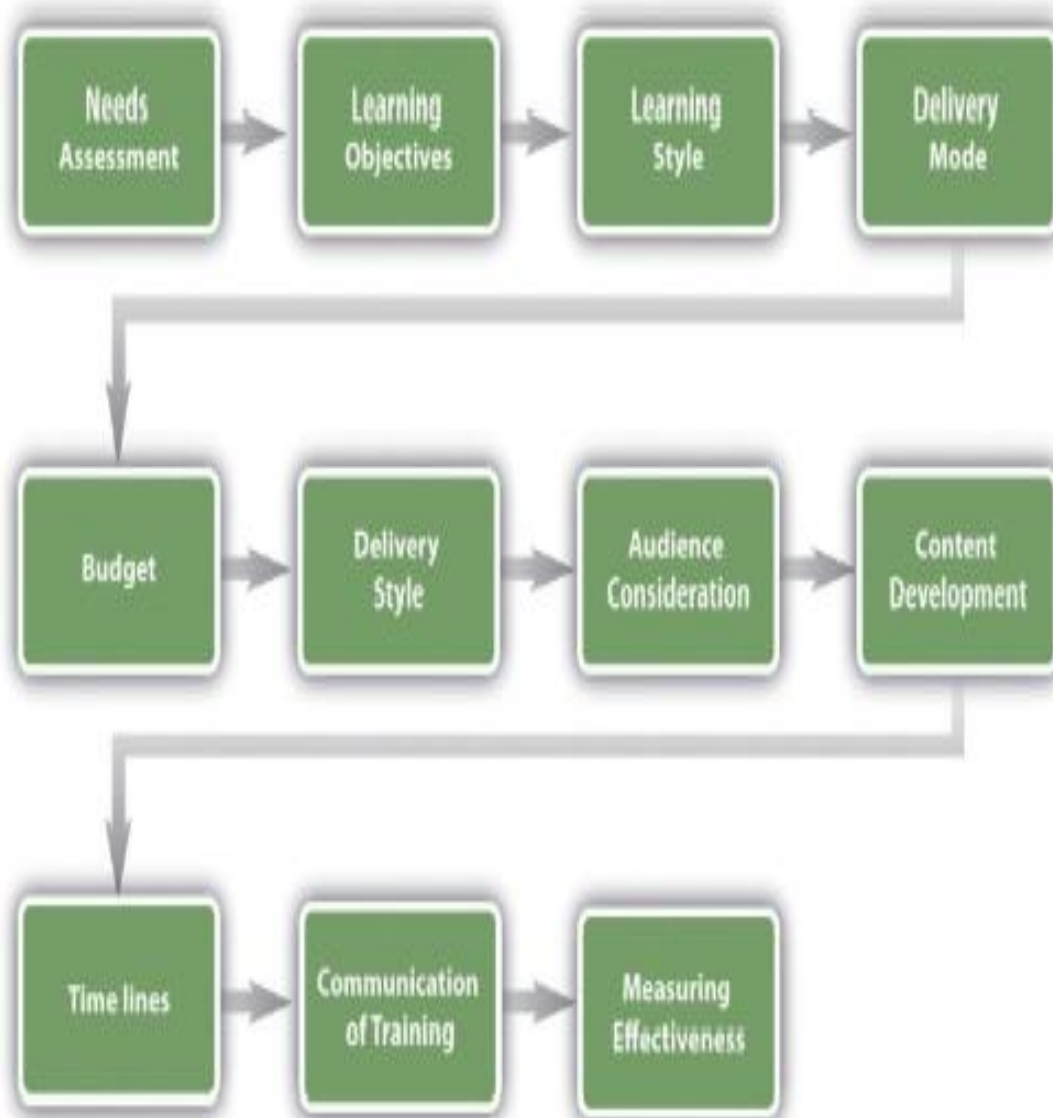
To study the procedures for designing and conducting a training programme

**Procedure:**

- Techniques to design training for individual and groups in the workplace
- **Step: 1** Identify the need of training
- **Step: 2** Assess the need for instructor-led training
- **Step: 3** Define training objective
- **Step: 4** Design the training
- **Step: 5** Develop the training
- **Step: 6** Evaluate the training

**OUTPUT - 7**

*Training Program Development Model*



**PROGRAMME –VIII**

**PROCEDURE FOR PERFORMANCE APPRAISAL IN AN ORGANIZATION**

**Aim:**

To study the procedures for Performance appraisal in an organization

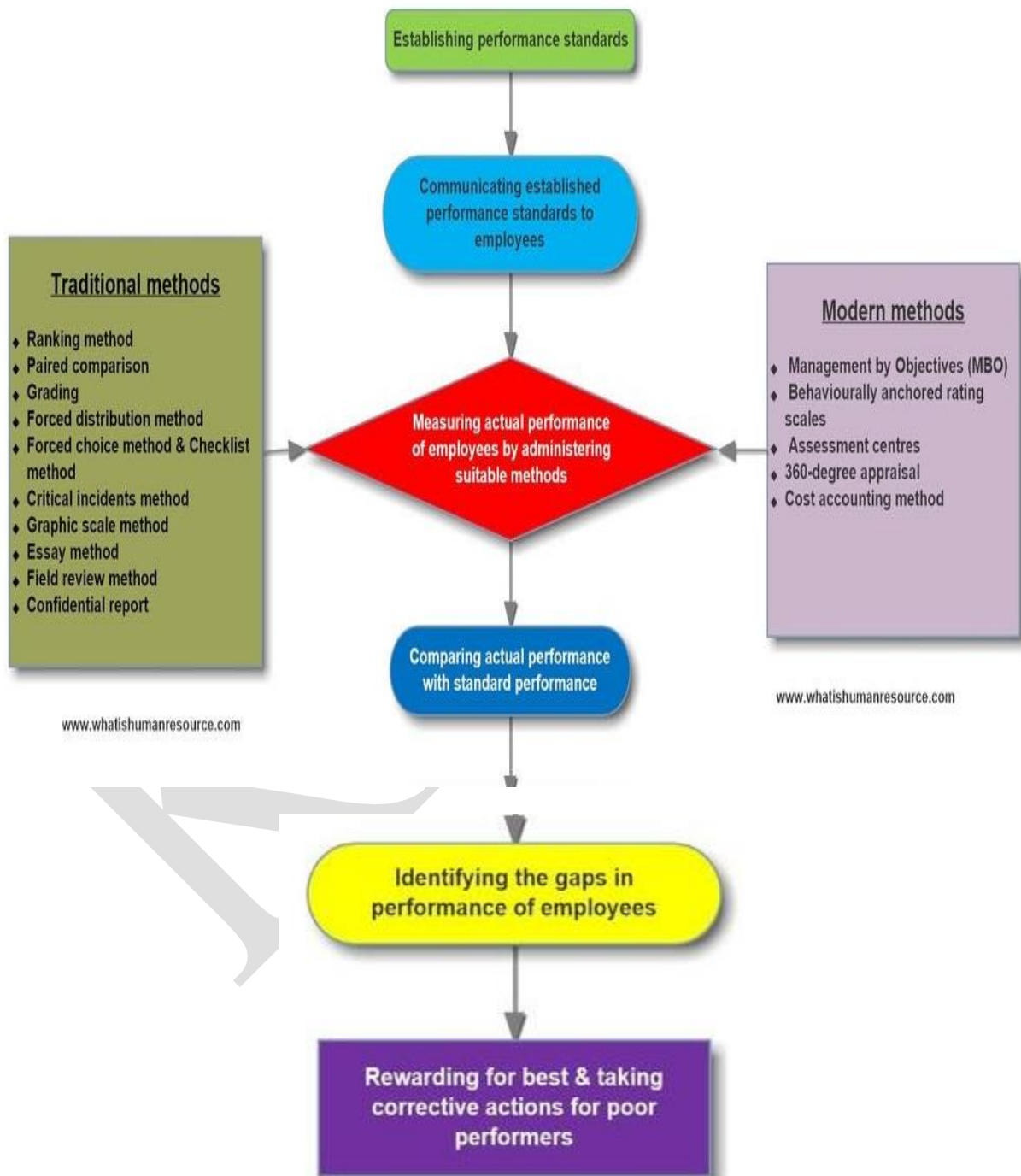
**Procedure:**

- Performance appraisal is a systematic process in which employees job performance is evaluated in relation to the projects
- **Step: 1** Establishing performance standards
- **Step: 2** Communicating the standards
- **Step: 3** Measuring the actual performance
- **Step: 4** Comparing actual performance with desired performance
- **Step: 5** Discussing the results (Feedback)



**OUTPUT - 8**

**Performance appraisal process**



**PROGRAMME –IX**

**PROCEDURE OR NORMS FOR FIXING THE COMPENSATION PACKAGE FOR A PROFILE IN PARTICULAR INDUSTRY**

**Aim:**

To study the procedures or norms for fixing the compensation package for a profile in particular industry

**Procedure:**

- Two basic type of salary structuring : Top down and Bottom down
- **Top-down:** In this type, you define the amount for different salary components and add up the total as gross. For example: Basic – 5000, DA – 5000 = Gross – 10000.
- **Bottom-up:** In this type, you define the total gross and then divide the amount between different components. For example: Gross = 10000; Basic is 40% of gross, DA is 60% of gross.
- When it comes to confusing salary terms, there are three which gets misused and confused more than the others.
- **Net Salary:** Simply speaking, this is the salary you get in your hands and thus also sometimes called an in-hand salary. This is the amount you get (or pay) after deductions such as PF, ESI, PT, TDS, loss of pay and other deductions as per your company.
- **Gross salary:** This is the salary which is shown in the payslip. This salary is the total earnings of an employee excluding statutory and non-statutory deductions. Please note that the gross salary will include loss of pay based on employee's attendance.
- **CTC:** CTC or cost-to-company is the total monetary benefit provided by the employer for the complete financial year. This will include components such as PF contribution from the employer, gratuity provision, any insurance that is being provided or any other benefits.

**PROGRAMME –X**

**PROCEDURE FOR EMPLOYEE GRIEVANCE REDRESSAL**

**Aim:**

To study the procedures for employee grievance redressal and drawing a solution

**Procedure:**

**Grievance resulting from management policies include:**

- Wage rates
- Leave policy
- Overtime
- Lack of career planning
- Role conflicts
- Lack of regard for collective agreement
- Disparity between skill of worker and job responsibility

**Grievance resulting from working conditions include:**

- Poor safety and bad physical conditions
- Unavailability of tools and proper machinery
- Negative approach to discipline
- Unrealistic targets

**Grievance resulting from inter-personal factors include**

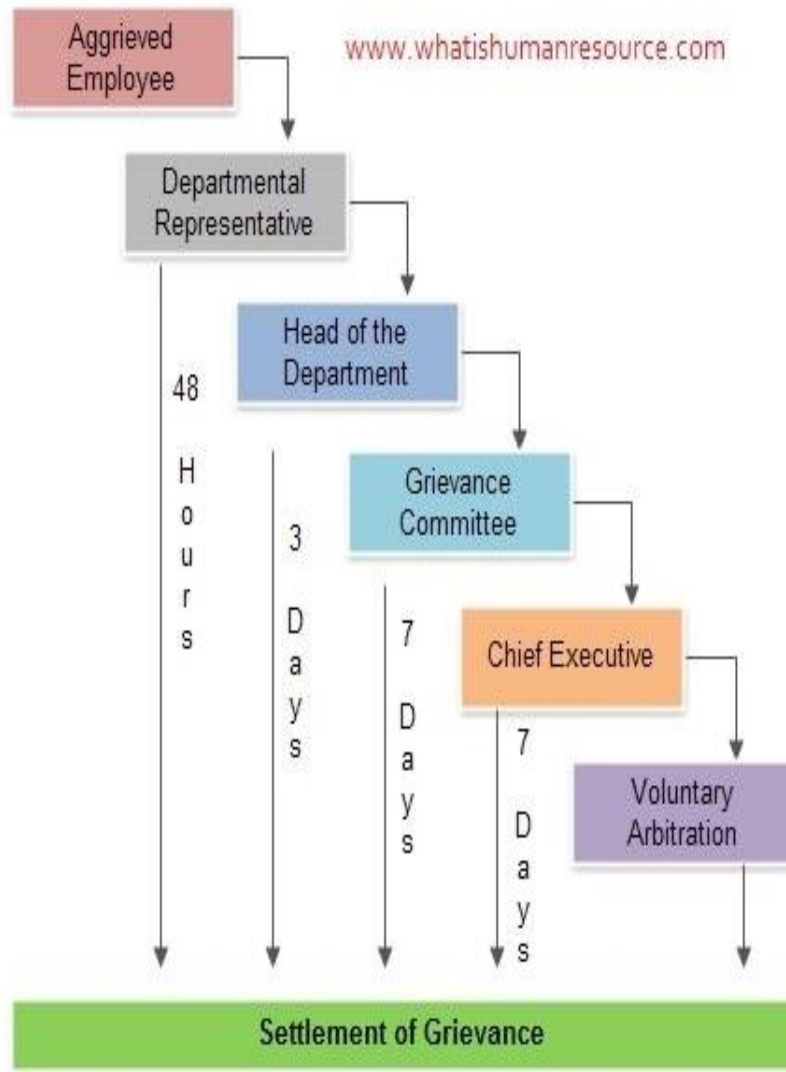
- Poor relationships with team members
- Autocratic leadership style of superiors
- Poor relations with seniors
- Conflicts with peers and colleagues

**EMPLOYEE GRIEVANCE REDRESSAL PROCEDURES**

- **Step: 1** Acknowledge Dissatisfaction
- **Step: 2** Define the Problem **Step: 3** Get the Facts
- **Step: 4** Analyse and Decide **Step: 5** Follow up

**OUTPUT - 10**

**GRIEVANCE REDRESSAL AND DRAWING A SOLUTION**



**PROGRAMME –XI**

**HR PRACTICES FOLLOWED IN THE COMPANY**

**Aim:**

To study the HR practices followed in the company

**Procedure:**

- **Step: 1** Acknowledge Dissatisfaction
- **Step: 2** Define the Problem (Employee Retention)
- **Step: 3** Analyzed in various aspect to obtain the solution for the problem
- **Step: 4** Retention Strategies: Promotion, Career Growth and Opportunities, Welfare measures etc.
- **Step: 5** Right HR Practice Solution obtained to retain employees: Promotion

**OUTPUT - 11**

**HR PRACTICE : EMPLOYEE RETENTION**

