



**SILIGURI INSTITUTE OF TECHNOLOGY
MASTER OF BUSINESS ADMINISTRATION**



**COURSE FILE
2ND SEM, 1ST YEAR**

SESSION 2021-2022 (EVEN SEMESTER-2021)

Classes Conducted Through Online Mode

Internet Homepage:

<https://classroom.google.com/c/MzEyNTMxMTYyNjM4>

PAPER NAME : HUMAN RESOURCES MANAGEMENT

PAPER CODE: MB206

MBA [NEW SYLLABUS FROM 2018 SESSION]

Course File

Course Title: HUMAN RESOURCES MANAGEMENT

Code: MB206

Semester: 2nd, Year 1st

Name of the Faculty: Debayan Nandi

E-mail: debaisit@gmail.com

Class Schedule of MB206 (Even Sem'2021)

Lecture			Tutorial/ Remedial class	
Monday	10.50 AM - 11.40 AM		4.40 - 5.10 pm	
Tuesday				
Wednesday		2.10 PM - 3 PM		
Thursday	11.40 AM - 12.30 PM		4.40 - 5.10 pm	
Friday	10.00 AM - 10.50 AM			

Hours for meeting students:

Day	Time
Monday	06.30 PM - 07.30 PM
Tuesday	06.30 PM - 07.30 PM
Wednesday	06.30 PM - 07.30 PM
Thursday	06.30 PM - 07.30 PM

i) Course Objective

Students will acquire basic knowledge on Marketing and sales techniques adopted in Retail business.

ii) Course Outcomes

After completion of this course the students are expected to be able to demonstrate following knowledge, skills and attitudes.

The student will be able to:

Description of Course Outcomes		Target
MB206.1	Understand how to procure, develop and assess the HR in an organization to get the best result by utilizing these resources (BT 3)	70% marks
MB206.2	Understand the different steps of man power planning process and employee hiring (BT 5)	60% marks
MB206.2.3	Understand the different methods of human resource development (BT 4)	75% marks
MB206.4	Analyze the different methods of compensation administration in an organization to retain the human asset. (BT 3)	70% marks
MB206.2.5	Understand how to maintain harmonious working environment in the organization considering the legal and other influencing factors (BT 3)	75% marks
MB206.6	Understand the concepts behind strategic and electronic human resource management (BT5)	60% marks

- i. Once the student has successfully complete this course, he/she must be able to answer the following questions or perform/demonstrate the following:

Sl.	Question	BT Level
1.	What are the importances of HRM?	3
2.	What are the different steps of HRP?	5

3.	What are the different sources of recruitment?	5
4.	What are the different types of training & human resource development?	4
5.	How to derive the compensation packages?	4
6.	What are the key factors of industrial relations?	3
7.	What are the different steps of employee grievance handling?	3
8.	How to use IT in human resource management?	3

iii) Topic/Unit/Chapter Layout

Topic/Unit/Chapter	Lecture Hours	Tutorials/Remedial
Human Resource Management: Meaning, Scope, objectives, and functions of HRM , HR as a Factor of Competitive Advantage, Structure of HR Department, , Line and staff responsibility of HR Managers, Environmental factors influencing HRM	2	Environmental factors influencing HRM
Human Resource Planning: definition, objective, process of HRP. Supply and Demand Forecasting techniques, Manpower Inventory, Career Planning& Development, Succession Planning, Rightsizing, Restructuring. Human Resource Information System (HRIS)	6	Succession Planning, Rightsizing, Restructuring
Recruitment and Selection : Process, Sources, Methods of selection, Interviewing Methods, Skills and Errors.	4	Interviewing Errors.
Human Resource Development: Definition, objective, process of HRD, Assessment of HRD Needs, HRD Methods: Training and Non-Training, Training Process; Designing, Implementation and Evaluation of Training Programmes, Induction Training. Developing Managerial Skills for: team management, collaboration, interaction across business functions, presentation , Negotiation, and Networking	6	Implementation and Evaluation of Training Programmes
Performance Appraisal Systems : Purpose, Methods, Appraisal instruments, 360 degree Appraisal, HR Score Card, Errors in appraisal, Potential Appraisal, Appraisal Interview	4	Errors in appraisal, Potential Appraisal
Compensation Management : Concepts, Components; System of Wage Payment, job evaluation, wage/ salary fixation, incentives, bonus, ESOPs, Fringe Benefits, Retirement Benefits. Compensation Plans	4	Wage/ salary fixation
Industrial Relations in India: Parties; Management and Trade Unions, Industrial Disputes: Trends, Collective Bargaining, Settlement Machineries, Role of Government, Labour Policy in India	4	Collective Bargaining, Settlement Machineries
Workers' Participation in Management: Concept, Practices and Prospects in India, Quality Circles and other Small Group Activities.	2	Quality Circles and other Small Group Activities
Discipline Management : Misconduct, Disciplinary action, Domestic Enquiry, Grievance Handling	4	Grievance Handling
Strategic HRM: Meaning, Strategic HRM vs Traditional HRM, SHRM Process, barriers to SHRM. Nature of e-HRM, eRecruitment & Selection, e-Performance Management, e-Learning	4	Strategic HRM vs Traditional HRM

v) Text books

1. Agarwala T. - Strategic Human Resource Management, OUP

2. Aswathappa, K. - Human Resource Management, Tata McGraw Hill
3. Jyothi P. & Venkatesh, D.N. - Human Resource Management, OUP
4. Ramaswamy, E.A. - Managing Human Resources, OUP
5. Saiyadain, M.S - Human Resource Management : Tata McGraw Hill
6. Mondal Sabari & Goswami Amal - Human Resource Management: Vrinda Publications

Reference book(s) :

Garry Dessler- Human Resource Management, TMH

(v) Evaluation Scheme

1) Theory

Evaluation Criteria	Marks
Internal Exam*	50
Assignment	40
Quiz	10
Attendance	5
University Exam	70
Total	100

* Two internal examinations are conducted; based on those two tests, average of them are considered in a scale of 15.

V. Course target attainment levels:

Attainment Level	Inference
Attainment Level 1	40% of the students have attained more than the target level of that CO
Attainment Level 2	50% of the students have attained more than the target level of that CO
Attainment Level 3	60% of the students have attained more than the target level of that CO

Overall Course Attainment Target = 70% of the students will get "A" Grade

Target has been set on the basis of last year's performance / result by the students, student quality this year and difficulty level of the course.

University Grading System:

Grade	Marks
O	90% and above
E	80 - 89.9%
A	70 - 79.9%
B	60 - 69.9%
C	50 - 59.9%
D	40 - 49.9%
F	Below 40%

Course target attainment levels for university assessment:

Target (No. of Students)	Target Level of CO (Marks) in point	Attainment Level
≤ 49.9 %	7	1
50 - 59.9 %	7	2
60 % and above	7	3

Overall Course Attainment Target = 60% of the students will get 7 points.

(vi) Mapping of Course Outcomes and Program Outcomes:

Course Outcomes	Program Outcomes					PSOs	
	1	2	3	4	5	1	2
MB206.1	1				1	1	
MB206.2	1	1		1	1		

MB206.3		1		1		1	1
MB206.4	1	1			1	1	
MB206.5		1				1	
MB206.6		1					

1 = courses in which the student will be exposed to a topic (BT level 1& 2)

2 = courses in which students will gain competency in that area (BT level 3-4)

3 = courses in which students will master that skill (BT level 5-6)

CO1 to CO5 partially satisfies application of knowledge of scientific management in solving real life Shop floor Management problems. (PO1, PO2).

CO1 to CO4 partially satisfies the concept of individual and team work.

CO1 to CO5 partially satisfies the concept of applied management science, mathematics through mathematical & operations research tools and demonstrate proficiency in use of software to be required to practice Production/Operations related managerial profession.

(vii) Delivery Methodology

Outcome	Method	Supporting Tools	Demonstration
C MB206.1	Structured, partially supervised	Power point presentation, real life example	Assignment, Quiz, Internal
C MB206.2	Structured, partially supervised	Class Lectures, Power point presentation	Assignment, Quiz, Internal
C MB206.3	Structured, partially supervised	Class Lectures, Power point presentation	Assignment, Quiz, Internal
C MB206.4	Structured, partially supervised	Class Lectures, Power point presentation	Tutorial, Assignment, Quiz, Internal
C MB206.5	Structured, partially supervised	Class Lectures, real life example	Tutorial, Assignment, Quiz, Internal

iii) Mapping of Course Outcomes and Program Outcomes:

Learning Outcomes of MBA Program as specified by AICTE in 2018 (Considered as PO)

PO1 : Business Environment & Domain Knowledge

PO2 : Critical Thinking , Business Analysis, Problem solving & Innovative Solutions

PO3 : Global Exposure & Cross Cultural Understanding

PO4 : Social Responsibilities & Ethics

PO5 : Effective Communication

PO6 : Leadership & Teamwork

MBA Program Specific Outcomes (PSOs)

PSO1: Identify the key issues facing a business or business subdivisions, utilize qualitative and quantitative methods to explore and solve critical business problems,

PSO2: Incorporate diversity and multicultural perspectives while making business decisions as an entrepreneurs or decision maker.

Course Outcomes	Program Outcomes						PSOs	
	1	2	3	4	5	6	1	2
MB206.1	3	3	-	-	-	2	2	-
MB206.2	3	3	2	-	-	1	3	-
MB206.3	3	3	2	1	-	2	2	1
MB206.4	2	3	1	-	-	-	1	2
MB206.5	3	2	-	2	-	2	2	2
MB206.6	3	3	2	1		1	1	1
MB206	3	3	2	1		2	2	2

1 = courses in which the student will be exposed to a topic.

2 = courses in which students will gain competency in that area.

3= courses in which students will master that skill.

- MB206.1 need for the knowledge of HR as a Factor of Competitive Advantage it is highly linked with PO1 & PO3, partially linked with PO6 and & PS01.
- MB206.2 require application of Supply and Demand Forecasting techniques, Manpower Inventory. Hence it is highly linked with PO1 , PO2& PS01, partially linked with PO6
- MB206.3 requires knowledge & understanding Methods of selection. Hence it is highly linked with PO1 , PO2& PS01, partially linked with PO6 & thinly linked with PS02.
- MB206.4 requires knowledge about HRD Methods. Hence it is highly linked with PO2 & partially linked with PO1, PS02 and minimally linked with PO3 & PS01.
- MB206.5 deals with Methods, Appraisal instruments. Hence it is highly linked with PO1, partially linked with PO2 , PO4 & PO6 and partially linked with PO2 & PO12.
- MB206.6 deals with the Industrial Relations practices. Hence it is highly linked with PO1 & PO2, partially linked with PO3 , & Minimally with PO4, PO6, PS01 & PS02

iv) Unit Layout

Unit	Lecture Hours
Meaning, Scope, objectives, and functions of HRM	2
Human Resource Planning	6
Recruitment and Selection	4
Human Resource Development	6
Performance Appraisal Systems	4
Compensation Management	4
Industrial Relations in India	4
Workers' Participation in Management	2
Discipline Management	4
Strategic HRM	4

(vii) Delivery Methodology

Outcome	Method	Supporting Tools	Demonstration
C MB206.1	Structured, partially supervised	Power point presentation, real life example	Assignment, Quiz, Internal
C MB206.2	Structured, partially supervised	Class Lectures, Power point presentation	Assignment, Quiz, Internal

C MB206.3	Structured, partially supervised	Class Lectures, Power point presentation	Assignment, Quiz, Internal
C MB206.4	Structured, partially supervised	Class Lectures, Power point presentation	Tutorial, Assignment, Quiz, Internal
C MB206.5	Structured, partially supervised	Class Lectures, real life example	Tutorial, Assignment, Quiz, Internal

(viii) Assessment Methodology

Outcome	Assessment Tool	Specific Question/activity aligned to the Outcome
C.MB206.1, C. MB206.2, C. MB206.3, C. MB206.4, C. MB206.5	Internal Test	<ol style="list-style-type: none"> 1. Describe objectives, and functions of HRM 2. Describe Environmental factors influencing HRM 3. Elucidate Line and staff responsibility of HR Managers 4. What are the different Supply and Demand Forecasting techniques 5. Discuss effectiveness of Succession Planning 6. Describe Human Resource Information System (HRIS)
MB206.2, C. MB206.3, C. MB206.4,	Assignment	<ol style="list-style-type: none"> 1. Explain Sources of Recruitment 2. Give a brief note of Methods of selection 3. Describe Interviewing Methods, Skills and Errors. 4. Explain process of HRD
C.MB206.1, C. MB206.2, C. MB206.3, C. MB206.4, C. MB206.5	End of Semester Test	<ol style="list-style-type: none"> 1. Discuss Developing Managerial Skills for: team management. 2. Explain HR Score Card 3. Discuss Components; System of Wage Payment 4. Why people join Trade Unions? 5. Describe ESOPs, Fringe Benefits, Retirement Benefits 6. Elucidate Collective Bargaining and Settlement Machineries 7. What are the Role of Government in IR ? 8. Discuss Quality Circles and other Small Group Activities 9. Distinguish between Strategic HRM vs Traditional HRM

(vii) Weekly Lesson Plan

Week	Lectures	Assignment
1	Meaning, Scope, objectives, and functions of HRM , HR as a Factor of Competitive Advantage, Structure of HR Department, , Line and staff responsibility of HR Managers, Environmental factors influencing HRM, Human	

	Resource Planning: definition, objective, process of HRP. Supply and Demand Forecasting techniques	
2	Manpower Inventory, Career Planning & Development, Succession Planning, Rightsizing, Restructuring. Human Resource Information System (HRIS)	Explain Sources of Recruitment
3	Recruitment and Selection : Process, Sources, Methods of selection, Interviewing Methods, Skills and Errors	Give a brief note of Methods of selection
4	Human Resource Development: Definition, objective, process of HRD, Assessment of HRD Needs, HRD Methods: Training and Non-Training, Training Process; Designing, Implementation and Evaluation of Training Programmes, Induction Training.	Describe Interviewing Methods, Skills and Errors. Explain process of HRD
5	Developing Managerial Skills for: team management, collaboration, interaction across business functions, presentation , Negotiation, and Networking Performance Appraisal Systems : Purpose, Methods, Appraisal instruments, 360 degree Appraisal,	
6	HR Score Card, Errors in appraisal, Potential Appraisal, Appraisal Interview. Compensation Management : Concepts, Components; System of Wage Payment	Prepare Salary Slip
7	Job evaluation, wage/ salary fixation, incentives, bonus, ESOPs, Fringe Benefits, Retirement Benefits. Compensation Plans Industrial Relations in India: Parties; Management and Trade Unions, Industrial Disputes: Trends	
8	Collective Bargaining, Settlement Machineries, Role of Government, Labour Policy in India. Workers' Participation in Management: Concept, Practices and Prospects in India, Quality Circles and other Small Group Activities.	
9	Discipline Management : Misconduct, Disciplinary action, Domestic Enquiry, Grievance Handling	
10	Strategic HRM: Meaning, Strategic HRM vs Traditional HRM, SHRM Process, barriers to SHRM. Nature of e-HRM, eRecruitment & Selection, e-Performance Management, e-Learning	

B. Topic/Chapter wise Weekly Lesson Plan

<p>TOPIC/UNIT/ Module: I Title: Introduction to HRM Week No 1</p>
<p>CONTENTS Discussion of Course outcome and program outcome. Introduction to Human Resource Management</p>
<p>Topic/Unit/Chapter Objectives Broad Objectives of the chapter/topic are: 1. To be familiar with personnel management 2. To aware & conceptualize HCM</p>
<p>Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy): 1. Describe Meaning, Scope, objectives, and functions of HRM , HR as a Factor of Competitive Advantage [L1] 2. Elucidate Structure of HR Department, , Line and staff responsibility of HR Managers. [L2] 3. Analyse Environmental factors influencing HRM, [L3] 4. Elucidate Human Resource Planning: definition, objective, process of HRP. Supply and Demand Forecasting techniques [L4]</p>

<p>TOPIC/UNIT/ Module: I Title: Man Power Planning Week No 2</p>
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CONTENTS

Discussion on Man Power Planning

Topic/Unit/Chapter Objectives:**Broad Objectives of the chapter/topic are:**

Detailed discussion on Man Power Planning

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Explain Manpower Inventory [L1]
2. Explain Career Planning & Development. [L2]
3. Explain Succession Planning, Rightsizing, Restructuring [L3]
4. Explain Human Resource Information System (HRIS) [L4]

TOPIC/UNIT/ Module:I

Title: Recruitment and Selection

Week No 3**CONTENTS**

Discussion on Recruitment and Selection

Topic/Unit/Chapter Objectives:**Broad Objectives of the chapter/topic are:**

- Detailed discussion on Recruitment and Selection

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Explain Process and Sources of recruitment [L1]
2. Discuss Methods of selection [L2]
3. Explain Interviewing Methods [L3]
4. Explain Interviewing Skills and Errors [L4]

TOPIC/UNIT/ Module:I

Title: Human Resource Development

Week No 4**CONTENTS**

Human Resource Development

Topic/Unit/Chapter Objectives**Broad Objectives of the chapter/topic are:**

1. Detailed discussion on different strategy formulation for Human Resource Development

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Definition, objective, process of HRD, Assessment of HRD Needs (L1]
2. HRD Methods (L2)
3. Training and Non-Training, Training Process; Designing, Implementation and Evaluation of Training Programmes [L3]
4. Induction Training [L4]

TOPIC/UNIT/ Module:I

Title: Developing Managerial Skills & Performance Appraisal

Week No 5**CONTENTS**

Developing Managerial Skills & Performance Appraisal

Topic/Unit/Chapter Objectives**Broad Objectives of the chapter/topic are:**

1. Developing Managerial Skills
2. Performance Appraisal

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Developing Managerial Skills for: team management, collaboration, interaction across business functions [L1]
2. Presentation , Negotiation, and Networking [L2]
3. Performance Appraisal Systems : Purpose, Methods [L3]
4. Appraisal instruments, 360 degree Appraisal,. [L4]

TOPIC/UNIT/ Module: II
Potential Appraisal and Compensation

Week No 6**CONTENTS**

Potential Appraisal and Compensation

Topic/Unit/Chapter Objectives:**Broad Objectives of the chapter/topic are:**

1. Potential Appraisal
2. Compensation

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Understanding HR Score Card, Errors in appraisal,, [L1]
2. Potential Appraisal, Appraisal Interview [L2]
3. Compensation Management : Concepts, Components, [L3]
4. System of Wage Payment [L4]

TOPIC/UNIT/ Module : II
Title: Compensation & Industrial Relations in India

Week No 7**CONTENTS**

Compensation & Industrial Relations in India

Topic/Unit/Chapter Objectives:**Broad Objectives of the chapter/topic are:** Industrial Relations in India**Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):**

1. Job evaluation, wage/ salary fixation, incentives, bonus, [L1]
2. ESOPs, Fringe Benefits, Retirement Benefits. Compensation Plans [L2]
3. Industrial Relations in India: Parties; Management [L3]
4. Trade Unions, Industrial Disputes: Trends Explain [L4]

TOPIC/UNIT/ Module : II
Title: Collective Bargaining & Workers' Participation in Management

Week No 8**CONTENTS**

Collective Bargaining & Workers' Participation in Management

Topic/Unit/Chapter Objectives:**Broad Objectives of the chapter/topic are:**

1. Concept of Collective Bargaining
2. Basic understanding of Workers' Participation in Management

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Collective Bargaining, Settlement Machineries, [L1]
2. Basic understanding of Role of Government, Labour Policy in India.[L2]
3. Workers' Participation in Management: Concept, Practices and Prospects in India, [L3]
4. Discuss the methods of Quality Circles and other Small Group Activities [L4]

TOPIC/UNIT/ Module : II
Title: Discipline Management & Grievance Handling
Week No 9

CONTENTS

Discipline Management & Grievance Handling

Topic/Unit/Chapter Objectives:

Broad Objectives of the chapter/topic Discipline Management & Grievance Handling

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Discipline Management : Misconduct, [L1]
2. Disciplinary action, [L2]
3. Domestic Enquiry, , [L3]
4. Grievance Handling [L4]

TOPIC/UNIT/ Module : II
Title: Strategic HRM & e-HRM
Week No 10

CONTENTS

Strategic HRM & e-HRM

Topic/Unit/Chapter Objectives:

Broad Objectives of the chapter/topic are:

1. To familiar with Strategic HRM
2. To be able to manage e-HRM

Once the student has completed this topic/ chapter he/she will be able to answer following questions/perform the following activities with Levels of Bloom's Taxonomy):

1. Strategic HRM: Meaning, Strategic HRM vs Traditional HRM, [L1]
2. SHRM Process, barriers to SHRM. [L2]
3. Analysis of Nature of e-HRM, e-Recruitment & Selection, [L3]
4. e-Performance Management, e-Learning Methods, Database Management[L4]

COMBINED DAILY LESSON PLAN & EXECUTION REPORT

NAME OF FACULTY Mr. DEBAYAN NANDI	DEPARTMENT M.B.A	SUBJECT: Human Resource Management CODE : MB206	SEMESTER: 2nd
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Sl. No.	Lecture No	Unit No	Topic Description (to be quoted from syllabus)	Planned Date	Execution Date	Teaching Pedagogy
1	1	1	Describe Meaning, Scope, objectives, and functions of HRM , HR as a Factor of Competitive Advantage	12/4/21	12/4/21	PPT presentation

	2		Elucidate Structure of HR Department, , Line and staff responsibility of HR Managers.	14/4/21	14/4/21	through Zoom/Google Meet App
	3		Analyse Environmental factors influencing HRM	15/4/21	16/4/21	
	4		Elucidate Human Resource Planning: definition, objective, process of HRP. Supply and Demand Forecasting techniques	16/4/21	19/4/21	
2	5	2	Explain Manpower Inventory	19/4/21	21/4/21	
	6		Explain Career Planning& Development.	21/4/21	22/4/21	
3	7	3	Explain Succession Planning, Rightsizing, Restructuring	22/4/21	23/4/21	
	8		Explain Human Resource Information System (HRIS)	23/4/21	26/4/21	
4	9	4	Explain Process and Sources of recruitment	26/4/21	28/4/21	PPT presentation through Zoom/Google Meet App
	10		Discuss Methods of selection	28/4/21	29/4/21	
	11		Explain Interviewing Methods	29/4/21	30/4/21	
	12		Explain Interviewing Skills and Errors	30/4/21	3/5/21	
	13		Definition, objective, process of HRD, Assessment of HRD Needs	3/5/21	5/5/21	
	14		HRD Methods	5/5/21	6/5/21	
	15		Training and Non-Training, Training Process; Designing, Implementation and Evaluation of Training Programmes	6/5/21	7/5/21	
	16		Induction Training	7/5/21	10/5/21	
5	17	5	Developing Managerial Skills for: team management, collaboration, interaction across business functions	10/5/21	12/5/21	
	18		Presentation , Negotiation, and Networking	12/5/21	13/5/21	
	19		Performance Appraisal Systems : Purpose, Methods	13/5/21	14/5/21	
6	20	6	Appraisal instruments, 360 degree Appraisal	14/5/21	17/5/21	
	21		Understanding HR Score Card, Errors in appraisal	17/5/21	19/5/21	
7	22	7	Potential Appraisal, Appraisal Interview	19/5/21	20/5/21	PPT presentation through Zoom/Google Meet App
	23		Compensation Management : Concepts, Components,	20/5/21	21/5/21	
	24		System of Wage Payment	21/5/21	27/5/21	
	25		Job evaluation, wage/ salary fixation, incentives, bonus,	24/5/21	28/5/21	
	26		ESOPs, Fringe Benefits, Retirement Benefits. Compensation Plans	26/5/21	31/5/21	
	27		Industrial Relations in India: Parties; Management	27/5/21	2/6/21	
8	28	8	Trade Unions, Industrial Disputes: Trends Explain	28/5/21	3/6/21	PPT presentation through Zoom/Google Meet App
	29		Collective Bargaining, Settlement Machineries,	31/5/21	4/6/21	
	30		Basic understanding of Role of Government, Labour Policy in India	2/6/21		
	31		Workers' Participation in Management: Concept, Practices and Prospects in India,	3/6/21		
	32		Discuss the methods of Quality Circles and other Small Group Activities	4/6/21		
9	33	9	Discipline Management : Misconduct,	7/6/21		PPT presentation through
	34		Disciplinary action,	9/6/21		

	35		Domestic Enquiry	10/6/21		Zoom/Google Meet App
	36		Grievance Handling	11/6/21		
	37		Strategic HRM: Meaning, Strategic HRM vs Traditional HRM,	14/6/21		
10	38	10	SHRM Process, barriers to SHRM.	16/6/21		
	39		Analysis of Nature of e-HRM, e-Recruitment & Selection,	17/6/21		
	40		e-Performance Management, e-Learning Methods, Database Management	18/6/21		

x) Teaching Strategy/Method (describes instructional methods, usage of ICT, efficient and engaging instructions and displays the best practices on institutional website)

- Learning by real life case incidents (from Economic Times , Business Line, HBR)
- Learning by question and answering
- Learning by different current industry business models in local areas
- Learning by team work (think, pair, share)
- Learning by solving numerical problems
- Learning by good video lectures and animation

(x.a) Strategy to support weak students

- Involve them in such real life based live business project work/designing of business plan
- Engage some bright students to put attention on their friends i.e. weak students Encouraging them to express their point of trouble
- Paying extra attention regarding subject matter beyond the class and regular follow up

(x.b) Strategy to encourage bright students

- Motivate them to browse the internet and go through the latest invention/developments in the particular field
- Try to encourage them to study beyond the syllabus
- Suggest them to follow comparatively advanced and well equipped text books
- Encourage them to implement some real life based hand on business oriented project work on the subject matter

(x.c) Efforts to keep students engaged

- Delivering some interesting lectures apart from conventional teaching
- Asking random questions to the students found unmindful from the topic
- Assigning regular home works and follow up
- Engage them by providing interesting problem solving
- Introducing some informal business quiz among different groups

XI. Attendance Records

ATTENDANCE SHEET (Lecture)

Subject with code: HUMAN RESOURCE MANAGEMENT

CODE : MB206

Section:

Semester :2nd

Discipline: MBA

Sl.	Roll No.	Name	12/4	14/4	16/4	19/4	21/4	22/4	23/4	26/4	28/4	29/4	30/4	3/5	5/5
1	11900920001	AJAY KUMAR PRASAD	P	P	P	A	P	P	P	P	P	P	P	P	P
2	11900920002	KUSHAL DAM	P	P	A	P	P	A	P	P	A	P	P	P	P
3	11900920003	SUROJIT PAUL	A	A	P	P	A	P	P	P	P	P	P	P	P
4	11900920004	RUPJIT DUTTA	P	P	P	P	P	P	A	P	P	P	P	A	P
5	11900920005	SIMRAN CHOWDHURY	P	P	P	P	P	P	P	A	P	P	P	P	P
6	11900920006	BIPLOB BARMAN	P	P	P	P	A	P	P	P	P	P	P	P	P
7	11900920007	PRAYANKAR DAHAL	P	P	P	P	P	P	P	P	P	P	P	P	P
8	11900920008	ROHIT THAPA	P	P	P	P	P	P	P	A	P	P	P	P	A

31	11900920033	ASHISH SHARMA	P	P	P	P				
32	11900920034	KIRTY DAS	A	P	A	P				
33	11900920035	PRABIR AICH	P	P	P	P				
34	11900920036	SOUMYAJIT DAS	P	A	A	P				
35	11900920037	PUNAM KUMARI GUPTA	P	P	P	P				
36	11900920038	SHUVODEEP GHOSH	P	P	A	P				
37	11900920039	DEBANGI DAS	P	P	P	A				
38	11900920040	TANMOY DEY	P	P	P	P				
39	11900920041	PRIYANKA NANDI	A	P	A	P				
40	11900920042	TINNY SARKAR	P	P	P	P				
41	11900920043	MAINI SARKAR	A	P	P	P				
42	11900920044	DEBAPRIYA RAHA	A	A	P	P				
43	11900920045	SOUMYAJIT GUHA	P	A	A	P				
44	11900920046	SUBHANKAR DAS	P	P	P	P				
45	11900920047	KAJAL GUPTA	A	P	A	P				
46	11900920048	ARABINDU BOSE	P	P	P	P				
47	11900920049	RISHAV DUTTA	P	A	A	P				
48	11900920050	ANGELA YOLMO	P	P	P	P				
49	11900920051	REKHA POKHREL	P	P	A	P				
50	11900920052	GHANNANTIKA BARUA	P	P	P	A				
51	11900920053	ASMITA SHERPA	P	P	P	P				
52	11900920054	SAMAJIT DEY	A	P	A	P				
53	11900920055	RIYA GURUNG	P	P	P	P				
54	11900920056	SITANGSHU BANDHU CHATTERJEE	A	P	P	P				
55	11900920057	ARUNABH MODAK	A	A	P	P				
56	11900920058	SHREYA PALIT	P	A	A	P				
57	11900920059	ANINDA BHATTACHARJEE	P	P	P	P				
58	11900920060	Deepak Kumar	A	P	A	P				

Records of Assignment

Subject with code: HUMAN RESOURCE MANAGEMENT

CODE : MB206

Section:

Semester : 2ND

Discipline: MBA

Sl.	Roll No.	Name	20/04	12/5		
1	11900920001	AJAY KUMAR PRASAD	Submitted	Submitted		
2	11900920002	KUSHAL DAM	Submitted	Submitted		
3	11900920003	SUROJIT PAUL	Submitted	Submitted		
4	11900920004	RUPJIT DUTTA	Submitted	Submitted		
5	11900920005	SIMRAN CHOWDHURY	Submitted	Submitted		
6	11900920006	BIPOB BARMAN	Submitted	Submitted		
7	11900920007	PRAYANKAR DAHAL	Submitted	Submitted		
8	11900920008	ROHIT THAPA	Submitted	Submitted		
9	11900920009	PRATIK CHHETRI	Submitted	Submitted (delayed)		
10	11900920010	SANKHA GHOSH	Submitted	Submitted		
11	11900920011	SOURAV DAS	Submitted	Submitted		
12	11900920012	RISHAV DUTTA	Submitted	Submitted		
13	11900920014	RINJI SHERPA	Submitted	Submitted		
14	11900920015	RIYA SARKAR	Submitted	Submitted		
15	11900920016	RIYA PRADHAN	Submitted	Submitted		
16	11900920017	BISWAJIT BAKSHI	Submitted	Submitted		
17	11900920018	PRIYADARSINI MUKHERJEE	Submitted	Submitted		
18	11900920019	RIYA DEB	Submitted	Submitted		
19	11900920020	SUSHMA THAPA	Submitted	Submitted		
20	11900920022	RUPANKAR BARMAN	Submitted	Submitted		

21	11900920023	ANKUSH AICH	Submitted	Submitted		
22	11900920024	SUPRIYO GHOSH	Submitted	Submitted		
23	11900920025	PRIANKA MUNDA	Submitted	Submitted		
24	11900920026	NILADRI BISWAS	Submitted	Submitted		
25	11900920027	MANISH CHETTRI	Submitted	Submitted		
26	11900920028	PRENA GUPTA	Submitted	Submitted		
27	11900920029	ROHIT ALAM	Submitted	Submitted		
28	11900920030	ASHMITA SHARMA	Submitted	Submitted		
29	11900920031	RUBI SARKAR	Submitted	Submitted (delayed)		
30	11900920032	SUBARNA CHOWDHURY	Submitted	Submitted		
31	11900920033	ASHISH SHARMA	Submitted	Submitted		
32	11900920034	KIRTY DAS	Submitted	Submitted		
33	11900920035	PRABIR AICH	Submitted	Submitted		
34	11900920036	SOUMYAJIT DAS	Submitted	Submitted		
35	11900920037	PUNAM KUMARI GUPTA	Submitted	Submitted		
36	11900920038	SHUVODEEP GHOSH	Submitted	Submitted		
37	11900920039	DEBANGI DAS	Submitted	Submitted		
38	11900920040	TANMOY DEY	Submitted	Submitted		
39	11900920041	PRIYANKA NANDI	Submitted	Submitted		
40	11900920042	TINNY SARKAR	Submitted	Submitted		
41	11900920043	MAINI SARKAR	Submitted	Submitted		
42	11900920044	DEBAPRIYA RAHA	Submitted	Submitted		
43	11900920045	SOUMYAJIT GUHA	Submitted	Submitted		
44	11900920046	SUBHANKAR DAS	Submitted	Submitted		
45	11900920047	KAJAL GUPTA	Submitted	Submitted		
46	11900920048	ARABINDU BOSE	Submitted	Submitted		
47	11900920049	RISHAV DUTTA	Submitted	Submitted		
48	11900920050	ANGELA YOLMO	Submitted	Submitted		
49	11900920051	REKHA POKHREL	Submitted	Submitted (delayed)		
50	11900920052	GHANNANTIKA BARUA	Submitted	Submitted		
51	11900920053	ASMITA SHERPA	Submitted	Submitted		
52	11900920054	SAMAJIT DEY	Submitted	Submitted		
53	11900920055	RIYA GURUNG	Submitted	Submitted		
54	11900920056	SITANGSHU BANDHU CHATTERJEE	Submitted	Submitted		
55	11900920057	ARUNABH MODAK	Submitted	Submitted		
56	11900920058	SHREYA PALIT	Submitted	Submitted		
57	11900920059	ANINDA BHATTACHARJEE	Submitted	Submitted		
58	11900920060	Deepak Kumar	Submitted	Submitted		

XII. INTERNAL ASSESMENT RECORD MB206; MAKAUT Even Semester 2021

Sl.	Roll No.	Name	Attendance		Internal Examination			Assignment / Quiz (5)	Total (30)
			Total	Marks	1 st	2 nd	Out of 20		
1	11900920001	AJAY KUMAR PRASAD	5		23			4	
2	11900920002	KUSHAL DAM	5		20			4	
3	11900920003	SUROJIT PAUL	5		20			5	
4	11900920004	RUPJIT DUTTA	5		21			3	
5	11900920005	SIMRAN CHOWDHURY	5		20			5	
6	11900920006	BIPLOB BARMAN	5		20			3	
7	11900920007	PRAYANKAR DAHAL	5		22			5	
8	11900920008	ROHIT THAPA	5		22			5	
9	11900920009	PRATIK CHHETRI	5		20			4	
10	11900920010	SANKHA GHOSH	5		23			4	
11	11900920011	SOURAV DAS	5		20			4	
12	11900920012	RISHAV DUTTA	5		20			5	

13	11900920014	RINJI SHERPA	5		21			3	
14	11900920015	RIYA SARKAR	5		20			5	
15	11900920016	RIYA PRADHAN	5		20			4	
16	11900920017	BISWAJIT BAKSHI	5		20			5	
17	11900920018	PRIYADARSINI MUKHERJEE	5		24			5	
18	11900920019	RIYA DEB	5		22			4	
19	11900920020	SUSHMA THAPA	5		21			3	
20	11900920022	RUPANKAR BARMAN	5		20			3	
21	11900920023	ANKUSH AICH	5		23			4	
22	11900920024	SUPRIYO GHOSH	5		20			4	
23	11900920025	PRIANKA MUNDA	5		20			5	
24	11900920026	NILADRI BISWAS	5		21			3	
25	11900920027	MANISH CHETTRI	5		20			5	
26	11900920028	PRENA GUPTA	5		20			3	
27	11900920029	ROHIT ALAM	5		22			5	
28	11900920030	ASHMITA SHARMA	5		22			5	
29	11900920031	RUBI SARKAR	5		20			4	
30	11900920032	SUBARNA CHOWDHURY	5		23			4	
31	11900920033	ASHISH SHARMA	5		20			4	
32	11900920034	KIRTY DAS	5		20			5	
33	11900920035	PRABIR AICH	5		21			3	
34	11900920036	SOUMYAJIT DAS	5		20			5	
35	11900920037	PUNAM KUMARI GUPTA	5		20			4	
36	11900920038	SHUVODEEP GHOSH	5		20			5	
37	11900920039	DEBANGI DAS	5		24			5	
38	11900920040	TANMOY DEY	5		22			4	
39	11900920041	PRIYANKA NANDI	5		21			3	
40	11900920042	TINNY SARKAR	5		20			3	
41	11900920043	MAINI SARKAR	5		23			4	
42	11900920044	DEBAPRIYA RAHA	5		20			4	
43	11900920045	SOUMYAJIT GUHA	5		20			5	
44	11900920046	SUBHANKAR DAS	5		21			3	
45	11900920047	KAJAL GUPTA	5		20			5	
46	11900920048	ARABINDU BOSE	5		20			3	
47	11900920049	RISHAV DUTTA	5		22			5	
48	11900920050	ANGELA YOLMO	5		22			5	
49	11900920051	REKHA POKHREL	5		20			4	
50	11900920052	GHANNANTIKA BARUA	5		23			4	
51	11900920053	ASMITA SHERPA	5		20			4	
52	11900920054	SAMAJIT DEY	5		20			5	
53	11900920055	RIYA GURUNG	5		21			3	
54	11900920056	SITANGSHU BANDHU CHATTERJEE	5		20			5	
55	11900920057	ARUNABH MODAK	5		20			4	
56	11900920058	SHREYA PALIT	5		20			5	
57	11900920059	ANINDA BHATTACHARJEE	5		24			5	
58	11900920060	Deepak Kumar	5		22			4	

	Roll No.	Name				
			CA 1 Assignment	CA2 1 st Internal Test (25)	CA3 Quiz & Case Study (25)	CA4 2 nd Internal (25)
1	11900920001	AJAY KUMAR PRASAD	20	23		
2	11900920002	KUSHAL DAM	20	20		
3	11900920003	SUROJIT PAUL	20	20		
4	11900920004	RUPJIT DUTTA	22	21		

5	11900920005	SIMRAN CHOWDHURY	20	20		
6	11900920006	BIPLOB BARMAN	23	23		
7	11900920007	PRAYANKAR DAHAL	21	22		
8	11900920008	ROHIT THAPA	20	22		
9	11900920009	PRATIK CHHETRI	20	20		
10	11900920010	SANKHA GHOSH	21	20		
11	11900920011	SOURAV DAS	20	21		
12	11900920012	RISHAV DUTTA	20	20		
13	11900920014	RINJI SHERPA	24	25		
14	11900920015	RIYA SARKAR	22	22		
15	11900920016	RIYA PRADHAN	20	20		
16	11900920017	BISWAJIT BAKSHI	20	20		
17	11900920018	PRIYADARSINI MUKHERJEE	24	25		
18	11900920019	RIYA DEB	23	22		
19	11900920020	SUSHMA THAPA	22	21		
20	11900920022	RUPANKAR BARMAN	21	22		
21	11900920023	ANKUSH AICH	20	23		
22	11900920024	SUPRIYO GHOSH	20	20		
23	11900920025	PRIANKA MUNDA	20	20		
24	11900920026	NILADRI BISWAS	22	21		
25	11900920027	MANISH CHETTRI	20	20		
26	11900920028	PRENA GUPTA	23	23		
27	11900920029	ROHIT ALAM	21	22		
28	11900920030	ASHMITA SHARMA	20	22		
29	11900920031	RUBI SARKAR	20	20		
30	11900920032	SUBARNA CHOWDHURY	21	20		
31	11900920033	ASHISH SHARMA	20	21		
32	11900920034	KIRTY DAS	20	20		
33	11900920035	PRABIR AICH	24	25		
34	11900920036	SOUMYAJIT DAS	22	22		
35	11900920037	PUNAM KUMARI GUPTA	20	20		
36	11900920038	SHUVODEEP GHOSH	20	20		
37	11900920039	DEBANGI DAS	24	25		
38	11900920040	TANMOY DEY	23	22		
39	11900920041	PRIYANKA NANDI	22	21		
40	11900920042	TINNY SARKAR	21	22		
41	11900920043	MAINI SARKAR	20	23		
42	11900920044	DEBAPRIYA RAHA	20	20		
43	11900920045	SOUMYAJIT GUHA	20	20		
44	11900920046	SUBHANKAR DAS	22	21		
45	11900920047	KAJAL GUPTA	20	20		
46	11900920048	ARABINDU BOSE	23	23		
47	11900920049	RISHAV DUTTA	21	22		
48	11900920050	ANGELA YOLMO	20	22		
49	11900920051	REKHA POKHREL	20	20		
50	11900920052	GHANNANTIKA BARUA	21	20		
51	11900920053	ASMITA SHERPA	20	21		
52	11900920054	SAMAJIT DEY	20	20		
53	11900920055	RIYA GURUNG	24	25		
54	11900920056	SITANGSHU BANDHU CHATTERJEE	22	22		
55	11900920057	ARUNABH MODAK	20	20		
56	11900920058	SHREYA PALIT	20	20		
57	11900920059	ANINDA BHATTACHARJEE	24	25		
58	11900920060	Deepak Kumar	23	22		

XIII. NAME WITH ROLL NO.s OF STUDENT WHOSE ACADEMIC PERFORMANCE IS NOT SATISFACTORY

Serial No	Roll No	Name of Student	Remedial measures taken by Teacher
1	11900920036	SOUMYAJIT DAS	Wage Calculation
2	11900920039	DEBANGI DAS	360 Degree appraisal method
3	11900920037	PUNAM KUMARI GUPTA	Vestibule training
4	11900920038	SHUVODEEP GHOSH	
5			
6			
7			

XIV. Records of activities for bright students :**(XV) Analysis of Students performance in the course****INTERNAL ASSESSMENT****UNIVERSITY EXAMINATION**

Grades	Students Achievement	Total
O		
E		
A		
B		
C		
D		
F		

Percentage of Students Achieved the Targeted Course Attainment:

Total No. of Students			
%age of students who attained target			

CONSOLIDATED INTERNAL TEST RECORDS of MB206; MAKAUT Even Semester 2021

(xiii) Analysis of Student Feed Back: MB206 Even Sem 2021

Summative

Formative

Course Survey

CERTIFICATE				
I, the undersigned, have completed the course allotted to me as shown below				
Sl. No.	Semester	Subject with Code	Total Units/ Chapters	Remarks
01.	MBA 2 ND 2021	HUMAN RESOURCE MANAGEMENT Subject Code: MB206	10	
Date :		Signature of Faculty		
Submitted to HOD				
Certificate by HOD				
I, the undersigned, certify that.....has completed the course work allotted to him/ her satisfactorily/ not satisfactorily.				
Date :		Signature of HOD		
Submitted to Principal/Director				
Date :		Signature of Principal/Director		