

Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur
Department of Commerce

Structured Work Plan for Teaching (June 2022 to Oct 2022)


Class : B.Voc III Sem.(V)


Subject : Retail Personnel Management-I

Name of Teacher : Mr. K. B. Walasange

Summary of Teaching Plan

Unit	Chapter/Topics	No. of Lectures	Date
Unit -1	Introduction to Personnel Management	15	
	1.1 Meaning & Definition of Personnel	3	20/06/2022 to 13/07/2022
	1.2 Nature of Personnel Management.	4	
	1.3 Scope & Functions of Personnel	4	
	1.4 Qualities of Personnel Manager.	4	
Unit-2	Employment Functions	15	
	2.1 Meaning & Definition of Manpower Planning.	3	14/07/2022 to 18/08/2022
	2.2 Objectives of Manpower Planning.	4	
	2.3 Need and Importance of Manpower Planning.	4	
	2.4 Process of Manpower Planning.	4	
Unit-3	Computer Application in Personnel	15	
	3.1 Computer Applications in Personnel Training	4	22/08/2022 to 14/09/2022
	3.2 Types of Computer Applications.	4	
	3.3 Some Specific Computer Applications	4	
	3.4 Managing Data, Personnel & System	3	
Unit-4	Emerging Personnel Management	15	
	4.1 Concept and Need of Personnel Audit.	4	15/09/2022 to 13/10/2022
	4.2 Personnel Research & Audit.	4	
	4.3 Process of Personnel Audit.	4	
	4.4 Reporting Recent Trends in Personnel	3	


Subject Teacher


HOD
Dept. of Commerce
Rajarshi Shahu Mahavidyalaya
LATUR

Rajarshi Shahu Mahavidyalaya, (Autonomous), Latur
Department of Commerce

Structured Work Plan for Teaching (June 2022 to Oct 2022)


Class : B.Voc III Sem.(V)


Subject : Human Resource Management -I

Name of Teacher : Mr. K. B. Walasange

Summary of Teaching Plan

Unit	Chapter/Topics	No. of	Date
Unit -1	Introduction to Human Resource Management	15	
	1.1 Meaning and definition of human resource	4	20/06/2022 to 11/07/2022
	1.2 Objectives and characteristics of human resource	2	
	1.3 Functions of human resource management.	2	
	1.4 Significance of human resource management.	3	
	1.5 Scope of human resource management	4	
Unit-2	Human Resource Planning	15	
	2.1 Concept of human resource planning.	3	12/07/2022 to 17/08/2022
	2.2 Objectives of human resource planning.	3	
	2.3 Importance of human resource planning.	3	
	2.4 Process of human resource planning.	3	
	2.5 Methods of human resource planning.	3	
Unit-3	Job Analysis and Job Design	15	
	3.1 Concept of job analysis and job design.	2	18/08/2022 to 15/09/2022
	3.2 Significance and process of job analysis.	2	
	3.3 Technique of job analysis.	3	
	3.4 Significance of job design	3	
	3.5 Methods of job design.	3	
	3.6 Approaches to job design	2	
Unit-4	Recruitment and Selection	15	
	4.1 Meaning of recruitment and selection	2	16/09/2022 to 13/10/2022
	4.2 Significance of recruitment and selection	3	
	4.3 Process of recruitment.	2	
	4.4 Sources of recruitment-Internal sources and external sources of recruitment.	3	
	4.5 Steps in selection process.	2	
	4.6 Types of selection interview.	3	


Subject Teacher


HOD
 Dept. of Commerce
 Rajarshi Shahu Mahavidyalaya
LATUR