

V. S. M. COLLEGE(A) : : RAMACHANDRAPURAM
II MBA (IV Semester)– SYLLABUS
Paper 1 : PERFORMANCE MANAGEMENT AND COUNSELLING
w.e.f:2019–20Admitted Batch

CODE::PG1944143

Hours :75hrs. (4hrs per Week)
Number of Credits : 4
Max. Marks : **100 Marks** (75 marks SEE and 25 marks CIA)
TIME : 3hrs

PERFORMANCE MANAGEMENT AND COUNSELLING

OBJECTIVE: To enlighten the students with the Concepts and strategies of Performance Management and Counseling.

LEARNING OUTCOMES:

1. Design an organizations performance management process that is compliant with law and supports organizational mission and strategy.
2. Compare and contrast various organizational performance management programs and best practices and define attributes of effective performance management systems.
3. Employ job-related performance standards and performance indicators that reflect the employees range of responsibilities.
4. Assess how increased employee involvement can contribute to effective performance and coach employees to identify career paths and resources available to support individual development.

Unit – I: Introduction: Definition and Dimensions of Performance Management; **Clarity of Roles and Functions;** Performance Targets;

Unit – II: Performance analysis; Objectives, Factors Influencing Performance Analysis; **Methods of Appraisal Systems.**

Unit – III: Performance Review Counselling (PRC); Objectives; Process; Conditions for **Effective PRC..**

Unit – IV: HRM and Performance Management – Need Identification for Training and Development; **Rewards and Recognition**; Team Performance.

Unit – V: Performance Management Practices; 360-Degree Appraisal; Assessment Centre; Potential Appraisal.

(Case Studies are Compulsory)

Suggested Books:

1. TV Rao, Performance Management and Appraisal Systems, Sage Response Books.
2. G.K.Suri: Performance Measurement and Management, Excel Publications.
3. Michael Armstrong, Employee Reward, Universities Press (India) Ltd.
4. Cynthis D. Fisher, Lyle F. Schoenfeldt and James B.Shaw, “Human Resource Management”, Biztantra, New Delhi.
5. D.K.Srivastava: Strategies for Performance Management, Excel Publications.
6. R.K. Sahu: Performance Management System, Excel Publications.
7. Chadha-Performance Management, MacMillan. 8. KanishkaBedi – Quality Management, Oxord