



Tentative Course Plan
DEPARTMENT OF POLITICAL SCIENCE

Instructor	Safoora Siddiqua		Email: safoora.siddiqua@iub.edu.pk	
Course Title	Performance Management and Appraisal		Program	MPA
Course Number			Credit Hours	03
Lecture	Monday,Tuesday (10:00-11:30)			
Course Objective: The modern business and non-profit organizations demand high caliber of human resource providers and planners equipped with sound knowledge of personnel policies and procedures to motivate the workforce for higher efficiency and maximum productivity. In considering the demand, this course is designed to give an overview of current ideas and issues in Human Resource Development. The core objective of the course is to provide students with clear thinking and understanding of how to appraise and compensate human resource.				
Learning Outcomes: <ul style="list-style-type: none">Describe and explain the concept and significance of PMSImprove organizational efficiency through human productivityAlign personal goals with the organizational goalsClearly demonstrate what is valued by the organization				
Methods of Teaching <ul style="list-style-type: none">Assigned readingsGroup activities & DiscussionAudiovisual aids lecturesWeb-assisted instructionStudent-Directed Teaching				
Resource Material	1.Performance Management, 3 rd Edition by Herman Aguinis			
	2.Reference Book		3.Research Papers	
	I		I	
	ii		li	
	4.Hot Research Papers		5.Web Resources	
	I		I	
	ii		li	
Office Help Hours				
Grading	Mid- Exam (30%) Final Exam (50%) Problem Session/Assignments (20%)			
Problem Session	As feasible			
SEQUENCE OF TOPICS TO BE COVERED				
Lecture Date	Session #	Topics (outline of main topics and sub topics)	Chapter #	Tutorial /Laboratory
	1	Introduction: Defining Management, Functions Approach, Awareness about HRM, Functions of personnel management		
	2	Performance Management System: Introduction, contributions	01	
	3	Purposes of PM system, disadvantages of poorly implemented system	01	
	4	Reward system,	01	
	5	Performance Management Process: Prerequisites, performance planning	02	
	6	Performance execution, performance assessment	02	
	7	Performance review, performance renewal & re-contracting	02	
	8	QUIZ	01&02	
	9	PM & strategic planning: Environmental analysis, vision, mission and goals	03	
	10	Developing plans at unit level	03	
	11	Building support	03	

	12	System Implementation: Determinants of Performance	04	
	13	Approaches to measuring performance	04	
	14	Approaches to measuring performance	04	
	15	Discussion	01-04	
Mid Term Exams				
	16	Performance Assessments: gathering performance information, appraisal forms	06	
	18	Appraisal meetings, who should do appraisal	06	
	18	A model of rater motivation	06	
	19	Communication Plan	07	
	20	Appeals process	07	
	21	Pilot Testing	07	
	22	Employee Development: Personal developmental plans	08	
	23	Developmental activities and role of supervisor	08	
	24	360 degree feedback systems	08	
	25	Coaching	09	
	26	Coaching styles and process, Performance review meetings	09	
	27	Reward System: Traditional and contingent pay plans	10	
	28	Pay structures	10	
	29	Presentations	Assigned Topics	
	30	Presentations	Assigned Topics	
	31	Discussion	1-29	
Final Term Exam				

Student Evaluation criteria:

Attendance	5%
Workshop / Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
Total	100%

Student Responsibilities:

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior] adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 03) will result in “F Grade”. Students may prepare Sketchbook for taking notes and for references.

Instructor/Tutor

Approved by:

Dean/ Chairman/ HOD/ Subject Specialist/ Program Coordinator