



Bachelor of Business Administration B.B.A (General) Semester-III

Course Code	UM03MABBA01	Title of the Course	Human Resource Management-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	<ol style="list-style-type: none"> 1. To develop understanding of how to effectively manage people and basics of human resource management 2. To make the students aware regarding different managerial and operative functions of HRM. 3. To make learner conversant with recruitment, selection and employee training. 4. To make students familiar with concept of promotion, transfer, absenteeism, compensation and performance appraisal.
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Course Content		
Unit	Description	Weightage*(%)
1.	Human Resource Management • Introduction, Meaning, Objectives, Importance, Functions. Human Resource Planning • Concept, Process of HRP, Job Analysis, Job Description and Job Specification (content), Job Design – Meaning & Methods	25%
2.	Recruitment, Selection and Employee Training • Recruitment: Concept, Process, Sources • Selection: Definition, Procedure • Employee Training: Meaning, Importance • Techniques-On-the-Job and Off-the Job	25%
3.	Promotion, Transfer and Absenteeism • Promotion: Meaning, Policy, Types and Basis • Transfer: Meaning, Types, Policy • Demotion: Meaning, Causes • Absenteeism: Concept, Causes • Separation: Meaning, Forms	25%
4.	Compensation and Performance Appraisal • Compensation: Concept, Objectives, Factors • Performance Appraisal: Meaning, Process, ➤ Traditional Methods: Ranking Method, Paired Comparison, Checklist Method ➤ Modern Method: MBO and 360 Degree Method, BARS	25%





Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g Power Point presentation, Audio-Visual Presentation),lectures, group discussions, assignments , case Study and browsing e- resources
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Evaluation Pattern		
As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal	50 %
2.	Internal Continuous Evaluation in the form of Quizzes, Seminars, Assignments and Attendance	
3.	University Examination	50 %
*Students will have to score a minimum 40 (forty) per cent to pass the course.		

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand how to manage people effectively at workplace.
2.	Learn concepts of human resources management and human resourcesplanning.
3.	Explain how human resource managers align the recruitment and selectionprocess and employee training process.
4.	Explain the concepts of promotion, transfer and absenteeism.
5.	Explain the concepts of compensation and process of performance appraisal.

Suggested References	
Sr. No.	References
1.	Personnel Management: C B Memoria & S V Gankar, HimalayaPublishing House
2.	Human Resource Management: S S Khanka, S Chand
3.	Human Resource Management: C B Gupta, Himalaya Publishing House
4.	Text and Cases of Human Resource Management: P Subba Rao,Himalaya Publishing House
5.	Human Resource and Personnel Management: K Aswathappa

