

SARDAR PATEL UNIVERSITY
Programme: BBA(General)
Semester: III
Syllabus with effect from : JUNE 2012

Paper Code: UM03CBBA03	Total Credit: 3
Title Of Paper: Human Resource Management-I	

Unit	Description in detail	Weighting (%)
1	Human Resource Management Introduction: concept, Evolution, Functions, recent trends Human Resource Manager Roles Human Resource Planning: concept, Process, Job Analysis, Job Description and Job Specification	25 %
2	Recruitment, Selection and Employee Training Recruitment: Concept, Sources Selection: Definition, Procedure Employee Training: Meaning, 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	25 %
4	Compensation and Performance Appraisal Compensation: Concept, Objectives, Factors , Types of Wages Performance Appraisal: Meaning, Process, Traditional Methods: Paired Comparison, Checklist Method Modern Method: MBO and 360 Degree Method	25 %

Basic Text & Reference Books

- Personnel Management: C B Memoria& S V Gankar, Himalaya Publishing House
- Human Resource Management: S S Khanka, S Chand
- Human Resource Management: C B Gupta, Himalaya Publishing House
- Text and Cases of Human Resource Management: P SubbaRao, Himalaya Publishing House
- Human Resource and Personnel Management: K Aswathappa

