

**SARDAR PATEL UNIVERSITY**  
**PROGRAMME: BBA (General)**  
**Semester: III**

**Syllabus with effect from: June-2019**

<b>Paper Code: UM03CBBA21</b>	<b>Total Credits: 3</b>
<b>Title of Paper: Human Resource Management - I</b>	

Unit No.	Description in Detail	Weightage
<b>1</b>	<b>Human Resource Management</b> <ul style="list-style-type: none"> <li>• Introduction: Concept, Evolution, Objectives, Importance, Functions.</li> </ul> <b>Human Resource Planning:</b> <ul style="list-style-type: none"> <li>• Concept, Process, Job Analysis, Job Description and Job Specification</li> </ul>	<b>25%</b>
<b>2</b>	<b>Recruitment, Selection and Employee Training</b> <ul style="list-style-type: none"> <li>• Recruitment: Concept, Sources</li> <li>• Selection: Definition, Procedure</li> <li>• Employee Training: Meaning, Techniques- On-the-Job and Off-the-Job</li> </ul>	<b>25%</b>
<b>3</b>	<b>Promotion, Transfer and Absenteeism</b> <ul style="list-style-type: none"> <li>• Promotion: Meaning, Policy, Types and Basis</li> <li>• Transfer: Meaning, Types, Policy</li> <li>• Demotion: Meaning, Causes</li> <li>• Absenteeism: Concept, Causes</li> </ul>	<b>25%</b>
<b>4</b>	<b>Compensation and Performance Appraisal</b> <ul style="list-style-type: none"> <li>• Compensation: Concept, Objectives, Factors , Types of Wages</li> <li>• Performance Appraisal: Meaning, Process,</li> <li>• Traditional Methods: Paired Comparison, Checklist Method</li> <li>• Modern Method: MBO and 360 Degree Method</li> </ul>	<b>25%</b>

**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