

SARDAR PATEL UNIVERSITY
PROGRAMME: BBA (HONS') (Hospitality Management) (3 Years)
(Under Choice Based Credit System Based on UGC Guidelines)
Syllabus with effect from: June-2019

Semester: I

Paper Code: UM01DBBH51	Total Credits: 3
Title Of Paper: Human Resource Management	
Objective : The objective of this course is to acquaint students with the techniques and principles to manage human resource of an organisation.	

Unit No.	Description in Detail	Weightage
1	<p>Human Resource Management</p> <ul style="list-style-type: none"> • Nature & Concept of Human Resource Management • Importance of HRM • Scope and functions of HRM <p>Human Resource Planning</p> <ul style="list-style-type: none"> • Concept of HRP • Process HRP • Job Analysis, Job Description and Job Specification (Concepts only) 	25%
2	<p>Recruitment and Selection</p> <ul style="list-style-type: none"> • Meaning & Concept of Recruitment & Selection • Sources of Recruitment • Selection Process <p>Training and Executive Development</p> <ul style="list-style-type: none"> • Meaning & Concept of Training & Executive Development • Importance of Training • Methods of Training and Executive Development (on the job & off the job) • Difference between Training & Executive Development 	25%
3	<p>Internal Mobility</p> <ul style="list-style-type: none"> • Promotion – Concept and Purpose • Transfer – Concept and Purpose • Demotion – Concept and Causes <p>Performance Appraisal & Job Evaluation</p> <ul style="list-style-type: none"> • Meaning and Importance of Performance Appraisal • Limitations of Performance Appraisal • Meaning and objectives of Job Evaluation • Difference between Performance Appraisal and Job Evaluation 	25%

4	<p>Human Resource Development</p> <ul style="list-style-type: none"> • Meaning & Concept of HRD • Need for HRD • Importance of HRD • Functions of HRD manager <p>Recent Techniques in Human Resource Management</p> <ul style="list-style-type: none"> • Employees for lease , Moon Lighting by Employees, Dual Career Groups, • Flexitime • Human Resource Accounting • Recent Trends and Future Challenges 	25%
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Reference Books:

- Human Resource Management by S.S. Khanka
- Personnel and Human Resource Management by P. Subba Rao
- Personnel Management by C.B. Mamoria