

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

Paper Code: UM03CBBS06	Total Credit: 3
Title Of Paper: Human Resource Management	

Unit	Description in detail	Weighting (%)
1	Human Resource Management And Planning HRM: Introduction and functions Concept of job Analysis, job Description and job Specification Concept of HRP Need and Importance of HRP Factors affecting HRP Process of HRP	25 %
2	Recruitment and Selection Meaning of Recruitment Sources of Recruitment Meaning of Selection Steps in Selection Process Selection Testing Selection Interviewing	25 %
3	Promotion, Demotion and Transfer Concept of Promotion Objectives of Promotion Bases of Promotion Promotion Policy Concept of Demotion and Need for Demotion Concept of Transfer Purposes of Transfer Types of Transfers Transfer policy	25 %
4	Performance Appraisal Concept of performance appraisal Objectives of performance appraisal Process of performance appraisal Problems of performance appraisal Methods of performance appraisal	25 %

Basic Text & Reference Books

- K. Aswathappa, "Human Resource Management – Text cases", Tata Mcgraw Hill Companies, New Delhi, 7TH Reprint 2008.
- P. Subbarao, " Personnel and Human Resource Management- Text and cases," Himalaya publishing house, Mumbai, 4th Edition 2009.
- S.S.Khanka, " Human Resource Management – Text and cases," Sultan chand and Sons ,New Delhi, first Edition – Reprint 2008.
- S.V.Gankar and C.B.Memoria, " Personnel Management: Text and Cases," Himalaya Publishing House, Mumbai, 28th 2008

