

SARDAR PATEL UNIVERSITY
BBA (ISM) (3 Years) Semester - 3
Syllabus with Effect from: 2019-20
UM03DBBS22 : Human Resource Management

Total:-100 Marks

Credit:-3

Unit – 1	Human Resource Management And Planning <ul style="list-style-type: none"> • 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%
Unit – 2	Recruitment and Selection <ul style="list-style-type: none"> • Meaning of Recruitment • Sources of Recruitment • Meaning of Selection • Steps in Selection Process • Selection Testing • Selection Interviewing 	25%
Unit – 3	Promotion, Demotion and Transfer <ul style="list-style-type: none"> • 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%
Unit – 4	Performance Appraisal <ul style="list-style-type: none"> • Concept of performance appraisal • Objectives of performance appraisal • Process of performance appraisal • Problems of performance appraisal • Methods of performance appraisal 	25%

References :

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

Evaluation: Internal (theory) 40 marks

External (theory) 60 mark