

SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: V
Syllabus with effect from: June-2013

Paper Code: UM05EBBI05	Total Credit:3
Title Of Paper: Principles of Human Resource Management	

Unit	Description in detail	Weighting (%)
I	Human Resources: Concept ;Evolution; Philosophy; Scope ; Functions of Human Resource Management; Challenges of Human Resource Management; Human Resource Policy: Various steps in policy formulation, Objectives and Importance.	25%
II	Human Resource Planning Concept ; Need; Responsibility of Human Resource Planning; Types of Human Resource Planning; Job Analysis ; Job Description ; Job Specification ; Human Resource Records and Reports ; Human Resource Audit.	25 %
III	Recruitment and Selection Recruitment: Meaning, Policies and Sources. Selection: Meaning, procedure, psychological testing: characteristics, purpose, various types of tests, Interview: Concept and Types, Induction: Objectives and procedure.	25 %
IV	Employee Training and Development Concept ; Need ; Importance; Objectives Difference between Employee Training and Executive Development Different training techniques Executive/Management Development Process Management Development Programme in India.	25 %

Basic Text & Reference Books:-

- C B Mamoria & S V Ganker: Personnel Management, Himalaya Publishing House, Mumbai.
- C B Gupta: Human Resource Management, Sultan Chand & Sons, New Delhi.
- P Subba Rao: Personnel And Human Resource Management, Himalaya Publishing House, Mumbai.

