

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: BBA (Information Technology Management)**  
**(3 Years)**  
**Semester: II**  
**Syllabus with effect from: DECEMBER 2018**

<b>Paper Code: UM02DBBI24</b>	<b>Total Credits: 3</b>
<b>Title Of Paper: Human Resource Management</b>	

<b>Unit</b>	<b>Description in Detail</b>	<b>Weightage</b>
<b>1</b>	<b>Human Resource Management</b> HRM: meaning, Objectives, Functions HR Policies: meaning and development Human Resource Planning: concept, process, Job Descriptions vs. Job Specification.	<b>25%</b>
<b>2</b>	<b>Recruitment, Selection and Employees Training</b> Recruitment: meaning and sources Selection: concept, process Employees Training: concept, Importance and techniques (on the job & off the jobs)	<b>25%</b>
<b>3</b>	<b>Performance Appraisal and compensations system</b> Performance appraisal: concept, importance, Traditional Methods (Paired Comparisons and Check list) Modern Method (MBO and 360 Degree) Compensation System: concept, objective of compensation program, factor affecting compensation, types of wages	<b>25%</b>
<b>4</b>	<b>Industrial Relation</b> Industrial relation: meaning, parties, importance Trade Union: Functions and problems Industrial Dispute: Meaning, causes and preventive machinery Collective bargaining: meaning, types and process.	<b>25%</b>

**Basic Text & Reference Books:-**

- Personnel Management by C B Memoria and S V Gankar
- Human Resource Management by C B Gupta
- Text and Cases of Human Resource Manament by P Subba Roa
- Human Resource and Personnel Management by K Aswathappa
- Human Resources Management by S S Khanka