

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar
B. B. A. (Honours) Information Technology Management Program
Semester – III
UM03EBBI03 Human Resource Management – I
(w.e.f. June 2016)

Credit: 03
Total Marks: 100

Unit 1: Human Resource Planning (HRP) & Job Analysis **25%**

- Human Resource Planning: Concept, Objectives, Process
- Job Analysis: Meaning, Process
- Job Description and Job Specification (Contents)
- Job Design: Meaning, Factors, Methods

Unit: 2 Recruitment, Selection and Employee Training **25%**

- Recruitment: Concept, Sources
- Selection: Definition, Procedure
- Employee Training: Meaning, Importance, Techniques- On-the-Job and Off-the-Job

Unit: 3 Promotion, Transfer and Absenteeism **25%**

- Promotion: Meaning, Policy, Types and Basis
- Transfer: Meaning, Types, Policy
- Demotion: Meaning, Causes
- Absenteeism: Concept, Causes
- Separation: Meaning, Forms

Unit: 4 Compensation and Performance Appraisal **25%**

- Compensation: Concept, Objectives, Factors , Types of Wages
- Performance Appraisal: Meaning, Process,
 - Traditional Methods: Paired Comparison, Checklist Method
 - Modern Method: MBO and 360 Degree Method

Evaluation: Internal: 40 Marks (Theory)
: External: 60 Marks (Theory) Two Hour Examination

Reference Books:

1. Personnel Management: C B Memoria& S V GAnkar, Himalaya Publishing House
2. Human Resource Management: S S Khanka, S Chand
3. Human Resource Management: C B Gupta, Himalaya Publishing House
4. Text and Cases of Human Resource Management: P SubbaRao, Himalaya Publishing House
5. Human Resource and Personnel Management: K Aswathappa