SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2022-2023

Bachelor of Business Administration
B.B.A (ITM) Semester-III

Course Code	UM03DBBI71	Title of the Course	Human Resource Management-I
Total Credits of the Course	03	Hours per Week	03

Course Objectives:	• To develop understanding of how to effectively manage people and basics of human resource management • To make the students aware regarding different managerial and operative functions of HRM. • To make learner conversant with recruitment, selection and employee training. • To make students familiar with concept of promotion, transfer, absenteeism, compensation and performance appraisal.

Course Content		
Unit	Description	Weightage*(%)
1.	**Human Resource Management** • Introduction, Meaning, Objectives, Importance, Functions. **Human Resource Planning** • Concept, Process of HRP, Job Analysis, Job Description and Job Specification (content), Job Design – Meaning & Methods	25%
2.	**Recruitment, Selection and Employee Training** • Recruitment: Concept, Process, Sources • Selection: Definition, Procedure • Employee Training: Meaning, Importance, Techniques- On-the-Job and Off-the Job	25%
3.	**Promotion, Transfer and Absenteeism** • Promotion: Meaning, Policy, Types and Basis • Transfer: Meaning, Types, Policy • Demotion: Meaning, Causes • Absenteeism: Concept, Causes • Separation: Meaning, Forms	25%
4.	**Compensation and Performance Appraisal** • Compensation: Concept, Objectives, Factors • Performance Appraisal: Meaning, Process, ➢ Traditional Methods: Ranking Method, Paired Comparison, Checklist Method ➢ Modern Method: MBO, 360 Degree Method and BARS	25%

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Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g Power Point presentation, Audio-Visual Presentation),lectures, group discussions, assignments , case Study and browsing e- resources

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / MCQ (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand how to manage people effectively at workplace.
2	Learn concepts of human resources management and human resources planning.
3.	Explain how human resource managers align the recruitment and selection process and employee training process.
4.	Explain the concepts of promotion, transfer and absenteeism.
5.	Explain the concepts of compensation and process of performance appraisal.

Suggested References:	
Sr. No.	References
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 Subba Rao, Himalaya Publishing House

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5.	Human Resource and Personnel Management: K Aswathappa

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