

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (Tourism and Travel Management)**  
**Semester: II**  
**Syllabus with effect from: November/December-2011**

<b>Paper Code: UM02CBBT05</b>	<b>Total Credit:3</b>
<b>Title Of Paper: Human Resource Management</b>	

Unit	Description in detail	Weighting (%)
I	<b>Human Resource Management</b> Nature & Concept of Human Resource Management Importance of HRM Scope and functions of HRM <b>Human Resource Planning</b> Concept of HRP Process HRP Job Analysis, Job Description and Job Specification (Concepts only)	25 %
II	<b>Recruitment and Selection</b> Meaning & Concept of Recruitment & Selection Sources of Recruitment Selection Process <b>Training and Executive Development</b> Meaning & Concept of Training & Executive Development Importance of Training Methods of Training and Executive Development (on the job and off the job) Difference between Training & Executive Development	25 %
III	<b>Internal Mobility</b> Promotion – Concept and Purpose Transfer – Concept and Purpose Demotion – Concept and Causes <b>Performance Appraisal &amp; Job Evaluation</b> Meaning and Importance of Performance Appraisal Limitations of Performance Appraisal Meaning and objectives of Job Evaluation Difference between Performance Appraisal and Job Evaluation	25 %
IV	<b>Human Resource Development</b> Meaning & Concept of HRD Need for HRD Importance of HRD Functions of HRD manager <b>Recent Techniques in Human Resource Management</b> Employees for lease , Moon Lighting by Employees, Dual Career Groups, Flexitime Human Resource Accounting Recent Trends and Future Challenges	25 %

**Basic Text & Reference Books:**

- Human Resource Management by S.S. Khanka
- Personnel and Human Resource Management by P. Subba Rao
- Personnel Management by C.B. Mamoria

