

SARDAR PATEL UNIVERSITY
Programme: BBA (Tourism and Travel Management)
Semester: I
Syllabus with Effect from: June 2015

Paper Code: UM01CBBT13	Total Credits: 3
Title Of Paper: Human Resource Management	

Unit	Description in detail	Weightage (%)
1	Human Resource Management Nature & Concept of Human Resource Management Importance of HRM Scope and functions of HRM Human Resource Planning Concept of HRP Process HRP Job Analysis, Job Description and Job Specification (Concepts only)	25%
2	Recruitment and Selection Meaning & Concept of Recruitment & Selection Sources of Recruitment Selection Process Training and Executive Development 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%
3	Internal Mobility Promotion – Concept and Purpose Transfer – Concept and Purpose Demotion – Concept and Causes Performance Appraisal & Job Evaluation Meaning and Importance of Performance Appraisal Limitations of Performance Appraisal Meaning and objectives of Job Evaluation Difference between Performance Appraisal and Job Evaluation	25%
4	Human Resource Development Meaning & Concept of HRD Need for HRD Importance of HRD Functions of HRD manager Recent Techniques in Human Resource Management 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

