

**SARDAR PATEL UNIVERSITY**  
**PROGRAMME: BBA (HONS') (Tourism & Travel Management) (3 Years)**  
**(Under Choice Based Credit System Based on UGC Guidelines)**  
**Syllabus with effect from: June-2019**

**Semester: I**

<b>Paper Code: UM01DBBT51</b>	<b>Total Credits: 3</b>
<b>Title Of Paper: Human Resource Management</b>	
<b>Objective :</b> The objective of this course is to acquaint students with the techniques and principles to manage human resource of an organisation.	

Unit No.	Description in Detail	Weightage
<b>1</b>	<p><b>Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Nature &amp; Concept of Human Resource Management</li> <li>• Importance of HRM</li> <li>• Scope and functions of HRM</li> </ul> <p><b>Human Resource Planning</b></p> <ul style="list-style-type: none"> <li>• Concept of HRP</li> <li>• Process HRP</li> <li>• Job Analysis, Job Description and Job Specification (Concepts only)</li> </ul>	<b>25%</b>
<b>2</b>	<p><b>Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Recruitment &amp; Selection</li> <li>• Sources of Recruitment</li> <li>• Selection Process</li> </ul> <p><b>Training and Executive Development</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Training &amp; Executive Development</li> <li>• Importance of Training</li> <li>• Methods of Training and Executive Development (on the job &amp; off the job)</li> <li>• Difference between Training &amp; Executive Development</li> </ul>	<b>25%</b>
<b>3</b>	<p><b>Internal Mobility</b></p> <ul style="list-style-type: none"> <li>• Promotion – Concept and Purpose</li> <li>• Transfer – Concept and Purpose</li> <li>• Demotion – Concept and Causes</li> </ul> <p><b>Performance Appraisal &amp; Job Evaluation</b></p> <ul style="list-style-type: none"> <li>• Meaning and Importance of Performance Appraisal</li> <li>• Limitations of Performance Appraisal</li> <li>• Meaning and objectives of Job Evaluation</li> <li>• Difference between Performance Appraisal and Job Evaluation</li> </ul>	<b>25%</b>

<b>4</b>	<p><b>Human Resource Development</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of HRD</li> <li>• Need for HRD</li> <li>• Importance of HRD</li> <li>• Functions of HRD manager</li> </ul> <p><b>Recent Techniques in Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Employees for lease , Moon Lighting by Employees, Dual Career Groups,</li> <li>• Flexitime</li> <li>• Human Resource Accounting</li> <li>• Recent Trends and Future Challenges</li> </ul>	<b>25%</b>
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**Reference Books:**

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