

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: III
Syllabus with effect from: June 2015

Paper Code: UB03FBVB01	Total Credits: 3
Title Of Paper: Human Resource Management – I	

Unit	Description in detail	Weightage (%)
1	Nature & Scope of Human Resource Management Concept of Human Resource Management Characteristics of Human Resource Management Objectives of Human Resource Management Importance of Human Resource Management Scope of Human Resource Management Functions of Human Resource Management Evolution of the concept of Human Resource Management	25%
2	Human Resource Planning Concept of Human Resource Planning Objectives of Human Resource Planning Need & Importance of Human Resource Planning Process of Human Resource Planning Problems in Human Resource Planning <ul style="list-style-type: none"> • Job Design: Concept of Job Description & Job Specification Job Description v/s Job Specification Concept & methods of Job Design 	25%
3	Human Resource Planning Meaning & Definition of Human Resource Planning Objects of Human Resource Planning Need and importance of Human Resource planning Process of Human Resource planning <ul style="list-style-type: none"> • Career Planning and Development Meaning of Career Planning Objectives of Career Planning Process of Career Planning Advantages and Limitation of Career Planning 	25%
4	Human Resource Development Concept of Human Resource Development Difference between HRM & HRD Need and Significance of HRD Principles of HRD Employee Counselling Six Sigma	25%

Basic Text & Reference Books:

- K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.



- L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
- P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
- S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
- S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
- Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

