

BBA II Year	BBA-C302		Semester-III		
	Human Resource Management				
Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Term Examination(ESE)	Maximum Marks (MM)	Total Credits	Maximum Hours
3 Hrs.	30(20+10)	70	100	04	40

	Course Outcomes:	Mapped Program Outcomes
CO.1	Outline and explain basic concept of Human Resource management.	PO1, PO2
CO.2	Understand Recent Developments that pose threat towards management of Manpower.	PO3, PO4, PO6
CO.3	Highlight how HR Manager contributes towards strategic directions and success of an organization.	PO2, PO3, PO5, PO7
CO.4	Identify the issues and strategies required to select effective Manpower.	PO1, PO2, PO4, PO8
CO.5	Develop skills related to various HR concepts so that Students can take correct business decisions in future.	PO3, PO8

- Introduction: History & Evolution of HRM, Concept, Scope, Characteristics, Objectives & Importance of HRM, Personnel Management vs. HRM. **(08 Hours)**
- Acquisition of Human Resources: Concept of Human resource Planning, Objectives, Need and importance, Process of Human Resource planning, Problems in Human Resource Planning, Requisites for successful Human Resource Planning. Job Analysis: Introduction, Uses of Job Analysis, Process of Job Analysis, Job Description and Job Specification. Recruitment: Introduction to recruitment, Factors governing Recruitment, Process & Sources of recruitment. Selection: Meaning of Selection, Steps in selection process, Selection Tests & Interviews. **(12 Hours)**
- Placement, Induction & Job Changes: Concept of Placement, Concept of Induction, Concept of Transfer, types of transfer, Concept of Promotion, Promotion Policy. Training: Concept and importance of training; types of training; methods of training; designing of a training programme; evaluation of training effectiveness. Executive Development: Concept, process and techniques. Career planning and development: Concept, objectives and process. **(12 Hours)**
- Job evaluation: Concept & Essentials of Job Evaluation, Methods of Job evaluation. Performance Appraisal: Concept, importance, process of performance Appraisal, methods of Performance Appraisal, Job evaluation Vs. Performance Appraisal. Compensation: Introduction to Compensation Management, Objectives & Components of Compensation. **(08 Hours)**

SUGGESTED READINGS:

1. Dessler, G. (2020). *Human Resource Management*: Prentice Hall.
2. Banfield, P., & Kay, R. (2012). *Introduction to Human Resource Management*. NY: Oxford University Press.
3. Bhardwaj, R. (2012). *Human Resource Management*. New Delhi: D.P.S, Publishing House.
4. Susan L. V & David A. D. (2022). *Human Resource Management* (13th Edition): Wiley, India
5. Mathis, L. R., & Jackson, H.J. (2011). *Human Resource Management: Essential Perspective*. USA: South Western Cengage Learning.
6. Price, A. (2011). *Human Resource Management*. USA: South Western Cengage Learning.
7. Patnayak & Biswajeet. (2014). *Human Resources Management*. New Delhi: Prentice Hall of India.
8. Armstrong, M., & Taylor, S. (2020). *Armstrong's handbook of human resource management practice*. Kogan Page Publishers.
9. DeCenzo, D. A., Robbins, S. P., & Verhulst, S. L. (2016). *Fundamentals of human resource management*. John Wiley & Sons.

NOTE: The list of cases, specific references and books including recent articles will be announced in the class by concerned teachers from time to time.

