

**BA III Year**

BA III Year	SEC-4	BPY-S601: Managing Human Resources		Semester-VI	
Total Lectures	Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits
60	3 Hrs.	30	70	100	04
<p><b>NOTE:</b> The question paper shall consist of two sections (Section-A and Section-B). Section-A shall contain 10 short answer type questions of six marks each and student shall be required to attempt any five questions. Section-B shall contain 8 descriptive type questions of ten marks each and student shall be required to attempt any four questions. Questions shall be uniformly distributed from the entire syllabus. The previous year paper/model paper can be used as a guideline and the following syllabus should be strictly followed while setting the question paper.</p>					
<p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Developing the ability to assist in resolving human resource problems, particularly related to recruitment, selection, performance appraisal training and career development.</li> <li>• Demonstrating skills to conduct training needs analysis using appropriate quantitative/qualitative methods.</li> <li>• Developing skills to conduct job analysis that could form the basis of selection instruments as well as performance appraisal system.</li> </ul>					
UNIT-I	Introduction	<ul style="list-style-type: none"> <li>• Meaning, Scope and Objectives of HRM, Importance, Evolution of the Concept of HRM,</li> <li>• Approaches to HRM: Personal Management Vs Human Resource Management,</li> <li>• HRM and Competitive Advantage,</li> <li>• Traditional Vs Strategic Human Resource Management</li> </ul>			Lectures -15
UNIT-II	Human Resource Practices/Planning	<ul style="list-style-type: none"> <li>• Recruitment and Selection,</li> <li>• Job Analysis, Job Description, Job Satisfaction,</li> <li>• Methods of Job Analysis,</li> <li>• Job Evaluation: Conventional Vs Strategic Planning,</li> <li>• Recruitment, Source of Recruitment, Methods</li> </ul>			Lectures-15
UNIT-III	Placement	<ul style="list-style-type: none"> <li>• Training of Employees, Need for Training, Objectives,</li> <li>• Approaches, Training Environment,</li> <li>• Areas of Training,</li> <li>• Training Evaluation Methods.</li> </ul>			Lectures-15
UNIT-IV	Performance Appraisal and Career Planning	<ul style="list-style-type: none"> <li>• Need &amp; Importance, Objectives,</li> <li>• Process- Methods and Problems of Performance Appraisal,</li> <li>• Concept of Career Planning, Features,</li> <li>• Methods- Uses of Career Development</li> </ul>			Lectures-15
<p><b>BOOKS RECOMMENDED:</b></p> <ol style="list-style-type: none"> <li>1. D.A. DeCenzo and S.P. Robbins (2015). Human Resource Management(12th Ed.). New York : John Wiley and Sons.</li> <li>2. Flippo, Edwin B. (1984 ). Personnel Management. New Delhi: Tata McGraw Hill</li> </ol>					