



<b>Bachelor of Business Administration (B.B.A.)</b>			<b>Semester – III</b>
<b>Course Title: Human Resource Management</b>	<b>Course Code:</b>		<b>Type of Course: Major</b>
<b>Credit: 04</b>	<b>Theory: 04 Hours</b>	<b>Practical: NIL</b>	<b>Teaching Hours: 60</b>
<b>Internal Marks: 50</b>	<b>External Marks: 50</b>	<b>Total Marks: 100</b>	<b>External Exam Time: 2 Hours</b>

#### **COURSE OUTCOMES:**

- Understand the basic concepts of Human Resource Management.
- Be aware of the emerging issues in the field of Human Resource Management
- Plan manpower requirements based on job analysis
- Prepare job descriptions
- Identify training needs
- Design training programmes
- Evaluate jobs and price them
- Understand concept and design various methods of performance appraisal
- Identify a suitable method of performance appraisal

**Pedagogy:** Theory, Exercise

Unit - 1	<b>Introduction to HRM</b>	Hours: 12
	Introduction to HRM and HRD, Functions of HRM, Characteristics & Importance/ Significance of HRM. HR Policy, HR Accounting Changing environment of HRM	
Unit – 2	<b>Acquiring the human resources</b>	Hours: 12
	HR Planning –Concept, Process, and Importance. Job Analysis – Concept, Job Description, Job Specification, Job design. Recruiting Employees-Developing Job Descriptions, Advertising Job Openings, Establishing Hiring Criteria Hiring Employees-Reviewing Resumes, Preparing Interview Questions, Testing Job Applicants Placement & Induction	
Unit - 3	<b>Training &amp; Development</b>	Hours: 12
	Concept, scope, importance, objectives and assessment of training., Process of Training– Steps in Training, Identification of Job Competencies, Career development– Career development cycle, Succession planning.	
Unit – 4	<b>Compensation</b>	Hours: 12
	Concept of Wage and Salary, Factors affecting it, job evaluation –concept and methods types of compensation plans	
Unit – 5	<b>Performance Appraisal</b>	Hours: 12
	Meaning and Concept, Importance, Traditional and Modern Methods of Appraisal, ethical approaches in performance appraisal, online appraisals	

**Skill Development Activities:** Practical Applications.

- Case studies from Human Resource Management (Text & Cases) latest edition (or 8<sup>th</sup> Edition) Tata McGraw Hill.
- Case studies from Personnel Management (Text & Cases) latest edition, Himalaya Publication House.



## REFERENCES

- A Handbook of Human Resource Management, Micheal Armstrong, Kogan Page India
- Essentials of Human Resource Management and Industrial Relations, Text, Cases and Games, P. Subba Rao, Himalaya Publishing House
- Human Resource Management (Text & Cases) latest edition (or 8<sup>th</sup> Edition) Tata McGraw Hill.
- Human Resource Management, John M. Ivancevich, Sp. Indian Ed, The Mac Graw Hill Company
- Human Resource Management, L.M. Prasad, Sultanchand and Sons
- Human Resource Management, P.Subba Rao, Himalaya Publishing House
- Human Resource Management, Shashi.K. Gupta and Rosy Doshi, Kalyani Publishers
- Human Resource Managemen text and cases, V.S.P rao, 3<sup>rd</sup> ed; Excel Books
- Personnel Management (Text & Cases) latest edition, Himalaya Publication House.