

**Uka Tarsadia University**



**B.B.A.**

**Human Resource Management (030030402)**

**4<sup>th</sup> Semester**

**Effective from January-2013**

# Uka Tarsadia University

## Human Resource Management (030030402)

### BBA (Sem.-4) Syllabus, effective from January-2013

**Course Objective:** To gain an understanding of concepts of human resources management.

**Course Outcomes:**

- Students will be able to understand the concept of recruitment, selection, training & development as applied in business.
- Students will gain insight into management of human resources.

**Total Hours: 52**

**[4 hrs. per week]**

#### Unit-1 Introduction

**[Weightage 25%]**

- 1.1. Meaning and Definition of Human Resource Management
- 1.2. Features of Human Resource Management
- 1.3. Objectives of Human Resource Management
- 1.4. Functions of Human Resource Management
- 1.5. Importance of Human Resource Management
- 1.6. Limitations of Human Resource Management

#### Unit-2 Human Resource Planning

**[Weightage 25%]**

- 2.1. Meaning and Definition of Human Resource Planning
- 2.2. Features of Human Resource Planning
- 2.3. Objectives of Human Resource Planning
- 2.4. Importance of Human Resource Planning
- 2.5. Why Formal Human Resource Planning is Required?
- 2.6. Process of Human Resource Planning
- 2.7. Guidelines/Requirements of a Human Resource Planning

#### Unit-3 Recruitment & Selection

**[Weightage 25%]**

- 3.1. Meaning and Definition of Recruitment
- 3.2. Process of Recruitment
- 3.3. Sources of Manpower
- 3.4. Methods of Recruitment
- 3.5. Factors Affecting Recruitment
- 3.6. Functions of Recruitment Officer

- 3.7. Attributes of a Successful Recruitment Program
- 3.8. Constraints on Recruitment
- 3.9. Meaning and Definition of Selection
- 3.10. Purpose of Selection
- 3.11. Process of Selection

## **Unit-4 Training and Development**

**[Weightage 25%]**

- 4.1. Meaning and Definition
- 4.2. Features of Training and Development
- 4.3. Objectives of Training and Development
- 4.4. Need for Training and Development
- 4.5. Importance of Training and Development
- 4.6. Identifying Training Needs/ Training Needs Assessment
- 4.7. Evaluation of Training Program
- 4.8. Difference between Education, Training and Development
- 4.9. A Systematic Approach to Training

### **Text Book:**

Rao, VSP. *Human Resource Management: Text & Cases*. New Delhi: Excel Book.

### **Reference Books:**

- 1. Gupta, C. B. *Human Resource Management*. New Delhi: Sultan & Sons.
- 2. Aswathappa, K. *Human Resource Management: Text & Cases*. New Delhi: Tata McGraw-Hill Publishing Company Limited.