

**Uka Tarsadia University**



**B.B.A.**

**Applied Human Resource Management  
(030030505)**

**5<sup>th</sup> Semester**

**Effective from July-2013**

# Uka Tarsadia University

## Applied Human Resource Management (030030505)

### BBA (Sem.-5) Syllabus, effective from July -2013

**Course Objective and Outcomes:** To provide a comprehensive knowledge of procedures and practices in the field of Human Resource Management.

**Total Hours: 52**

**[4 hrs. per week]**

#### **Unit-1 Executive Development and HRD**

**[Weightage 25%]**

##### **1.1. Executive development**

- 1.1.1. Concept and Definition
- 1.1.2. Training vs Development
- 1.1.3. Importance
- 1.1.4. Organization of MDP
- 1.1.5. Methods/Techniques of MDP (Brief summary only)

##### **1.2. Human Resource Development (HRD)**

- 1.2.1. Introduction and Concept
- 1.2.2. Features, Objective and Benefits of HRD
- 1.2.3. Evolution of the Concept of HRD
- 1.2.4. HRD at Micro Level and Macro Level
- 1.2.5. HRD Mechanisms or Subsystems

#### **Unit-2 Performance Appraisal**

**[Weightage 25%]**

- 2.1. Definition, Features and Objectives
- 2.2. Benefits of Performance Appraisal
- 2.3. What is to be Appraised?
- 2.4. Who will be Appraised?
- 2.5. Performance Appraisal Process
- 2.6. Performance Appraisal Methods (Brief summary only)
- 2.7. 360<sup>0</sup> Feedback System- Meaning, Merits and Demerits
- 2.8. Essential Characteristics of an Effective Appraisal System
- 2.9. Purpose of Strategic Management Process

## Unit-3 Health and Safety

[Weightage 25%]

- 3.1. Introduction and Need
- 3.2. Health and Safety Responsibility
- 3.3. Legal Provisions Regarding Health
- 3.4. Measures to Promote Health
- 3.5. Employee Safety
- 3.6. Accidents in Factory – Causes and Prevention
- 3.7. Effective Safety Management
- 3.8. Legal Provisions Regarding Safety

## Unit-4 Employee Welfare and Social Security

[Weightage 25%]

### **4.1. *Employee Welfare***

- 4.1.1. Introduction and Importance of Employee Welfare
- 4.1.2. Types of Welfare Facilities

### **4.2. *Social Security***

- 4.2.1. Introduction, Objectives and Types of Social Security
- 4.2.2. Benefits Commonly Provided Under social Security Schemes
- 4.2.3. List of Acts Providing Social Security Measures

## **Text Book:**

1. Rao V S P, Human Resource Management: Text and Cases, Excel Books New Delhi.