



Open Elective Course-7
BBA SEMESTER IV
BBOE401:HUMAN RESOURCE MANAGEMENT

Course objective: The objective of this course is to understand the concepts of human resource management like Human resource planning, Job analysis, Training, Performance appraisal, Wage & Salary administration.

Syllabus and detailed content

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Unit	Content	Hrs./Weightage
Unit 1:	Introduction to Human Resource Management: Definition and Concept, Features, Objectives, Functions, Scope and Development of Human Resource Management, Importance of Human Resource Management, Human Resource Practices, Difference Between Personnel Management and HRM Human Resource Planning: Concept of Human Resource Planning (HRP), Factors in HRP, Process of HRP	10/25%
Unit 2:	Job Analysis and Design: Job Analysis, Job Description, Writing a Job Description, Job Specification, Job Design Recruitment: Introduction, Concept of Recruitment, Factors Affecting Recruitment, Types of Recruitment Selection: Introduction, Concept of Selection, Process of Selection, Selection Tests, Barriers in Selection Induction: Introduction, Meaning and Definition of Induction, Need for Induction.	10/25%
Unit 3:	Training: Concept and Significance of Training, Training Needs, Training Methods, Types of Training Performance Appraisal: Introduction, Concept of Performance Appraisal, Purpose of performance appraisal, Process, Methods of Performance Appraisal, Major Issues in Performance Appraisal	10/25%
Unit 4:	Wages and Salary: Introduction, Nature and Significance of Wage and Salary Administration, Theories of Wages, Methods of Wage Fixation Incentives: Introduction, Concept of Incentives, Effective Incentive System, Types of Incentive Scheme	10/25%

Course Learning Outcomes (CLO)

On completion of this course, the students will be able to:

1. Understand the concepts of HRM and Personnel Management
2. Understand procedure of human resource planning and Job design
3. Apply process of HRP, Recruitment and Selection.
4. Apply training methods and methods of Performance appraisal
5. Understand concept of Wage and Salary Administration.

SUGGESTED READINGS

Text Books



1. Aswathappa, K., (2010), Human Resource Management, McGraw Hill Education.
2. DeCenzo, D. A. and Robbins, S.P. (2007), Fundamentals of Human Resource Management, 9th edition, John Wiley.
3. Dessler, Gary, (2004) Human Resource Management, Pearson Education.

Reference Books

1. Monappa, A. and Saiyadain, M., (2001), Personnel Management, McGraw-Hill Education.
2. Durai, Praveen, (2010), Human Resource Management, Pearson Education.