



C. U. SHAH UNIVERSITY – WADHWAN CITY



FACULTY OF MANAGEMENT STUDIES

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

SEMESTER IV (FOUR)

CODE 4MS04HRM1

Name of Subject Human Resource Management

Teaching & Evaluation Scheme

Teaching Hours / Week				Evaluation Scheme (Marks)		
Th	Tu	P	Total	Sessional Exam	University Exam	Total
04	0	0	04	30	70	100

Objective

- The Objective of the Course is to acquaint the students with Human Resources Management and to develop in them the ability to acquaint them in the Corporate World.

Prerequisite

- The main purpose is to assist the Students in Developing Skills – soft and hard, and Decision Making in the Organizations.

Course outline

Sr. No.	Course Contents	Number of Hours
1	Introduction to Human Resource Management: HRM at work, Changing environment, changing role, HR manger’s proficiency The Strategic Role of Human Resource Management: Strategic HR Management Process	12
2	Job Analysis: The basic of Job Analysis, Method of collecting information for Job Analysis, writing Job Description, writing Job Specification HR Planning and Recruiting: Recruitment and Selection Process, Planning and Forecasting, Effective Recruiting, Internal and Outside Source of Recruitment	12
3	Employees Testing and Selection: Why careful selection is important?, Basic Testing Concept, Types of Tests, Work Samples and Simulation, Background Investigation	12
4	Interviewing Candidates: Basic Features of Interviews, What can undermine an interview’s usefulness?, Designing and conducting effective recruiting. Training and Development: Orienting Employee, The Training Process, Training Methods (on-the-job and off-the-job)	12
5	Performance Management and Appraisal: Basic Concept in Performance Management and Appraisal, steps in appraising	12

	performance, Methods, Problems and Solution, The appraisal interview Establishing Strategic Pay Plans: Process	
	Total Hours	60

Learning Outcomes

Theoretical Outcome

It helps students appreciate relevant tools and techniques to internalize and critical functions of human resources management, and sensitize students to human resources developments processes.

Practical Outcome

Can analyze the job, manage the laborer of the organization, job evaluation, as well as ability to apply legal framework on pays and benefits

Teaching – Learning Methodology

- Lectures
- Assignments
- Presentations
- Case Studies
- Projects

Recommended Books

1. **'Human Resources Management'** by *Gargy Dessler and Biju Varkkery*, Pearson
2. **'Human Resource Management'** by *Pravin Durai* , Sultan Chand & Sons, Pearson Publication
3. **'Essential of Human Resource Management and Industrial Relatives'** by *P. Subba Rao* , Himalaya Publications

E-Resources

1. <http://www.technologyevaluation.com/search/for/free-human-resources-study-material.html>
2. <http://www.managementparadise.com/forums/articles/198657-ppt-principles-h-r-management.html>
3. <http://www.docbiggs.net/human/human-resource-management-gary-dessler-11th-edition-ppt-free-download/>