B. J. VANIJYA MAHAVIDYALAYA

(Autonomous)

(Grant-in-Aid)

(Affiliated to Sardar Patel University)

Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India

Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC

Syllabus as per the NEP 2020 with effect from June - 2025

Bachelor of Business Administration (General)

Semester – III

Course Code	UM03MABBA01	Title of the Course	Human Resource Management – I
Total Credits of the Course	**04**	**Hours per week**	**04**

Course Objectives:	1) To develop understanding of how to effectively manage people and basics of human resource management 2) To make the students aware regarding different managerial and operative functions of HRM. 3) To make learner conversant with recruitment, selection and employee training.

Course Content		
Unit No.	**Description**	**Weightage (%)**
1	**Human Resource Management:** • Introduction, Meaning, Objectives, Importance, Functions. **Human Resource Planning:** • Concept, Process of HRP, Job Analysis, Job Description and Job specification	25%
2	**Recruitment, Selection and Employee Training:** • Recruitment: Concept, Process, Sources • Selection: Definition, Procedure • Employee Training: Meaning, Importance • Techniques- On-the-Job and Off-the Job	25%
3	**Promotion, Transfer and Absenteeism:** • Promotion: Meaning, Policy, Types and Basis • Transfer: Meaning, Types, Policy • Demotion: Meaning, Causes • Absenteeism: Concept, Causes • Separation: Meaning, Forms	25%

4	**Compensation and Performance Appraisal:** • Compensation: Concept, Objectives, Factors • Performance Appraisal: Meaning, Process, • Traditional Methods: Ranking Method, Paired Comparison, Checklist Method • Modern Method: MBO and 360 Degree Method, BARS	25%

Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point presentation, Audio-Visual Presentation), lectures, group discussions, assignments, case Study and browsing e- resources.

Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
Final Examination (%)		50 (100%)	25 (100%)

Sr. No.	Course Outcomes: Having completed this course, the learner will be able to
1)	Understand how to manage people effectively at workplace.
2)	Learn concepts of human resources management and human resources planning.
3)	Explain how human resource managers align the recruitment and selection process and employee training process.

Sr. No.	Suggested References:
1)	Personnel Management: C B Memoria & S V Gankar, Himalaya Publishing House
2)	Human Resource Management: S S Khanka, S Chand
3)	Human Resource Management: C B Gupta, Himalaya Publishing House
4)	Text and Cases of Human Resource Management: P Subba Rao, Himalaya Publishing House

Sr. No.	On-Line Resources available that can be used as Reference Material

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