



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 – 2024

Bachelor of Commerce (B. Com.)

Semester – I

Course Code	UB01MACOM03	Title of the Course	Business Management –I (HRM)
Total Credits of the Course	04	Hours per week	04

Course Objectives:	<ol style="list-style-type: none">1) To explain the importance and role of HRM in organization.2) To impart the knowledge of job analysis and HRP.3) To clarify the processes of Recruitment and Selection.4) To enhance the emerging aspects of training and development.
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Course Content		
Unit No.	Description	Weightage (%)
1.	Human Resource Management: <ul style="list-style-type: none">• HRM - its evolution, meaning, importance, objectives, functions & scope• Human resource department, its organization• Role, status and competences of HR manager• Computer Application in Human Resource Management• Challenges of HRM, Workforce diversity• Human Resource Information System	25%
2.	Human Resource Planning: <ul style="list-style-type: none">• Concept of human resource planning,• Need and Importance• Process of human resource planning• Problems in human resource planning	25%



	<ul style="list-style-type: none"> • Job Satisfaction – Concepts and Objectives • Job Analysis – Significance and Process • Job Description, Job Specifications 	
3.	Recruitment and Selection: <ul style="list-style-type: none"> • Recruitment – Meaning, Factors, Process and Sources • Selection – Input of selection, Selection process, Tests and interviews • Job Changes – Concept, Purposes, transfer, promotion, demotion and separation 	25%
4.	Training and Development: <ul style="list-style-type: none"> • Concept, characteristics of effective training, nature, importance and needs • Training - process, objectives, policy, methods, plan and programme • Emerging Trends in Training and development 	25%

Teaching-Learning Methodology	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / MCQ (As per CBCS R.6.8.3)	30%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quiz, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	20%
3.	Final Examination	50%

Course Outcomes: Having completed this course, the learner will be able to

1.	Understand the basics of Human Resource Management.
2.	Understand the job analysis, job specification and HRM as a whole.
3.	Evaluate the various methods of Recruitment, Selection and job changes.
4.	Learn about Training and Development and its emerging trends.



Suggested References:	
Sr. No.	References:
1.	Human Resource Management - Dr. C.B. Gupta - Sultan and Sons
2.	Personnel & Human Resource Management - P. Subba Rao – Himalaya Publishing House.
3.	Human Resource and Personnel Management - K. Aswathappa - Tata Mc Graw Hill Publishing Co. Ltd.
4.	Personnel Management & Human Resources - C.S. Venkata Rathnam & B.K. Srivastava. TMPL.
5.	Human Resources Management – By S. S. Khan
6.	Personal Management- Memoria C. B.

Sr. No.	On-Line Resources available that can be used as Reference Material
1.	https://ugcmoocs.inflibnet.ac.in/index.php/courses/view_ug/240

