



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 – 2026

Bachelor of Commerce (B. Com.)

Semester – I

Course Code	UBB1MABMT02	Title of the Course	Business Management –I (HRM)
Total Credits of the Course	04	Hours per week	04

Course Learning Outcomes: Having completed this course, the learners will be able to	
CLO 1	Apply and analyze the concepts of Human Resource Management, including its evolution, functions, HR department structure, role and competencies of HR managers, use of HRIS and computer applications, and evaluate contemporary HR challenges such as workforce diversity in organizational contexts.
CLO 2	Apply and analyze the concepts of human resource planning, including its process, job analysis, job description, job specification, and evaluate related challenges in organizational contexts.
CLO 3	Apply and analyze the processes of recruitment and selection, including tests and interviews, and evaluate job changes such as transfer, promotion, demotion, and separation in organizational contexts.
CLO 4	Apply and analyze training and development processes, methods, and programmes, and evaluate emerging trends in organizational contexts.

Course Content			
Unit No.	Description	Weightage (%)	CLO(s)
1.	Human Resource Management: • 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%	CLO 1
2.	Human Resource Planning: • Concept of human resource planning, • Need and Importance	25%	CLO 2



	• Process of human resource planning • Problems in human resource planning • Job Specification – Concept and Objectives • Job Analysis – Significance and Process • Job Description, Job Specifications		
3.	Recruitment and Selection: • 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%	CLO 3
4.	Training and Development: • Concept, characteristics of effective training, nature, importance and needs • Training - process, objectives, policy, methods, plan and programme - Management Development – Concept, Significance and Process • Emerging Trends in Training and development	25%	CLO 4

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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Internal and External Examination Evaluation

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

Notes:

- ❖ Multiple Choice Questions will be based on Bloom's Taxonomy Level 1 & 2.
- ❖ Class Test and Written Examination questions will be based on various levels of Bloom's Taxonomy.

CLO-PLO Matrix (Course Learning Outcomes-Programme Learning Outcomes)

CLO	PLO										
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11
CLO 1	3	3	3	1	2	3	2	3	1	1	1
CLO 2	3	3	3	1	2	3	2	3	1	1	---
CLO 3	3	3	3	1	3	3	2	3	1	1	---
CLO 4	3	3	3	1	2	3	2	3	1	2	1

(Scale: 3: Strong, 2: Moderate, 1: Low, ---: No Correlation)

Suggested Learning Material Books:

Sr. No.	Title	Author(s)	Year / Edition	Publisher
1	Human Resource Management: Text and Cases	C. B. Gupta	2022, 19th Edition	Sultan Chand & Sons
2	Personnel and Human Resource Management	P. Subba Rao	2023, 5th Edition	Himalaya Publishing House
3	Human Resource and Personnel Management	K. Aswathappa	2017, 7th Edition	Tata McGraw-Hill Education
4	Personnel Management and Human Resources	C. S. Venkata Ratnam & B. K. Srivastava	2018, Revised Edition	TMPL (Tata McGraw-Hill Publishing Ltd.)
5	Human Resource Management	S. S. Khanka	2021, 1st Revised Edition	Sultan Chand & Sons
6	Personnel Management	C. B. Mamoria	2020, 28th Edition	Himalaya Publishing House
7	Human Resource Management	P. R. N. Sinha, S. P. Shekhar & Indu Bala	2020, 2nd Edition	Cengage Learning India
8	Human Resource Management: Concepts, Theories and Contemporary Practices	R. C. Sharma & Nipun Sharma	2022, 1st Edition	Routledge India

Online Resources (Open Sources)

Sr. No.	Description of Resource	Web Link
1	SWAYAM – Human Resource Management (Online course covering the fundamentals of Human Resource Management, including recruitment, training, performance appraisal, compensation, and employee relations.)	https://onlinecourses.swayam2.ac.in/e-learning/preview/cec21_mg06
2	SWAYAM – Managing Human Resources (12-week online course focusing on strategic HRM, talent management, performance management, leadership, and organizational development.)	https://onlinecourses.swayam2.ac.in/e-learning/preview/ini26_hs19