SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA3.11) Syllabus as Per
NEP 2020 with effect from the Academic Year 2024-2025

Bachelor of Business Administration (Information System Management)
(BBA ISM III SEM)

Course Code	UM03IDBBS02	Title of the course	Human Resource Management
Total Credits of the course	4	**Hours per week**	4

Course Objectives:	
	1. To understand the basic concept and future planning of Human Resource Management 2. To aware about the recruitment and selection criteria in different organisation 3. To know the promotion, demotion and transfer policy of workplace 4. To aware and understand different performance appraisal system in organisation.

	Course Content		Weightage
Units		**Description**	
1	**Human Resource Management and Planning**	HRM: Introduction and functions Concept of job Analysis, job Description and job Specification Concept of HRP Need and Importance of HRP Factors affecting HRP Process of HRP Recent Trends in HR	25%
2	**Recruitment and Selection**	Meaning of Recruitment Sources of Recruitment Meaning of Selection Steps in Selection Process Selection Testing Selection Interviewing	25%
3	**Promotion, Demotion and Transfer**	Concept of Promotion Objectives of Promotion Bases of Promotion Promotion Policy Concept of Demotion and Need for Demotion Concept of Transfer Purposes of Transfer Types of Transfers Transfer policy	25%

4	**Performance Appraisal**	Concept of performance appraisal Objectives of performance appraisal Process of performance appraisal Problems of performance appraisal Methods of performance appraisal	25%

Teaching-Learning Methodology	➢ White Board ➢ Presentation ➢ Video ➢ Case Study

Evaluation Pattern As per Sardar Patel University Letter :(E-3/2384) (06/01/2024)

Sr. No.	Details of Evaluation	Weightage
1.	Internal / Written Examination	50%
2.	Internal Continuous Assessment in the form of practical, viva voce, Quizzes, Seminars, Assignments, Attendance	
3.	University Examination	50%

COURSE OUTCOMES:

1	Understand the basic concept and future planning of Human Resource Management
2	Get knowledge about the different recruitment sources and selection process
3	Know the promotion, demotion and transfer policy
4	Basic performance appraisal system in organisation

Suggested References:

1	Human Resource Management – Text cases by K. Aswathappa
2	Personnel and Human Resource Management- Text and cases by P. Subbarao
3	Human Resource Management – Text and cases by S.S.Khanka
4	Personnel Management: Text and Cases by S.V.Gankarand C.B.Memoria

Online References:

1	https://brauss.in/hrm-basic-notes.pdf
2	https://egyankosh.ac.in/bitstream/123456789/17047/1/Unit-11.pdf
3	https://bbaonline1.files.wordpress.com/2011/01/lecture-17.pdf