

SARDAR PATEL UNIVERSITY
Programme & Subject: BBA LLB
Semester: II
Syllabus with Effect from: June - 2010

Paper Code: IL - 201	Total Credit:
Title Of Paper: Human Resource Management & Organisational Behaviour	

Unit	Description in Detail	Weightage (%)
I	Introduction: Concept, nature, scope, objectives and importance of HRM; Evolution of HRM; Challenges of HRM; Personnel Management vs. HRM, Strategies for the New Millennium: Role of HRM in strategic management.	
II	Acquisition of Human Resources: HR Planning; Job analysis – job description and job specification; Recruitment – sources and process; Selection process – tests and interviews; placement and induction; Job changes – transfers, promotions/demotions, separations.	
III	Training and Development: Nature and importance; Areas of training; Process; types of training; methods of training; evaluation of training effectiveness; Executive development concept and objectives; process and techniques.	
IV	Employee Remuneration: Concept; Components; Factors influencing to remuneration; Executive remuneration; Ideal remuneration; Concept of wages.	
V	Performance Appraisal and Job Evaluation: Nature and objectives of performance appraisal, Appraisal techniques – Traditional methods: Rating scale, checklist, graphic, forced distribution, critical incident and group appraisal; Modern methods: MBO, BARS, 360 degree feedback method; legal issues and problems with performance appraisal. Job evaluation v/s Performance appraisal; Concept and objectives of job evaluation; process; methods of job evaluation; essentials of job evaluation programs.	
VI	Industrial Safety and Health: Concept of industrial safety and health; Types of accidents; Need for safety; Safety programs & process. Concept of industrial health; mental & physical health; Noise-Stress-AIDS-Violence; Control programs.	
VII	Industrial Relation – Trade Union – Resolving Disputes: Concept; Importance; Role of HRM.	
VIII	Introduction of Organisational Behaviour: Concept and nature of Organizational behaviour; Contributing disciplines to the field of O.B.; O.B. Models; Need to understand human behaviour; Challenges and Opportunities.	
IX	Personality: Concept - Determinants and traits - Big five model. Perception: Concept – Entity, person and situation. Group Behaviour - Concept of work group; Group dynamics; Formal and informal groups; Group norms.	
X	Organisational Culture: Concept and Features of organizational culture, Importance of status and status symbols. Organisational Conflict – Sources and managing conflict. Organisational Development concept-process-phases-interventions.	
XI	Managing Change: Concept; Resistance to change- causes and types.	
XII	Managing Job Stress: Concept of Stress; Effects & Causes of stress; Coping with job stress; Cancelling – Types and functions.	



Basic Text & Reference Books:-

- Aswathappa, K. (2003), Human Resource and Personnel Management (Text and Cases), Tata McGraw Hill Publishing Company, New Delhi
- Human Resource Management _Dr. S. S. Khanka_ S. Chand & Company
- Stephen P., Robbins (2003), Organizational Behaviour; “Prentice Hall of India Pvt. Ltd.”, New Delhi.
- Keith Davis, Organisation Behaviour, Tata McGraw Hill Pub. Ltd., New Delhi
- Chhabra, T. N (2003), Human Resource Management; Dhanpati Rai and Co. Pvt. Ltd New Delhi.
- Dr. Gupta, C. B. (2003); Human Resource Management, Sultan Chand and Sons, New Delhi.
- Flippo, Edwin B., Personnel Management, Tata McGraw Hill, latest edition.
- Rao, V.S. P. (2004), Human Resource Management, Test and Cases, Excel Books.
- Beardwell, Ian & Len Holden, Human Resource Management, Macmillan, Delhi, latest edition.
- Prasad, L.M.(2003), Organizational Behaviour, Sultan Chand & Sons.
- Chhabra & Singh, Organization Behavior, Sultan Chand & Sons.

