SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-I		
Course Code **UB01DCOM81**	**Course Title** **Business Management - I (HRM)**	**Total Credit** **3**
Course Objectives	The objective of the course is to acquaint students with the techniques and principles to manage human resource of an Organization.	

Course Description		
Unit	**Description**	**Weightage**
1.	**Human Resource Management:** HRM its evolution,meaning,importance,objectives,functions,human resource department, its organization. Role, status and competences of HR manager, challenges of HRM.	25%
2.	**Human Resource Planning:** Concept,objectivesandsignificanceofjob-analysis,jobanalysisprocess-job description, job specifications, concept of human resource planning, need and importance, process of human resource planning and problems in human resource planning.	25%
3.	**Recruitment and Selection:** Recruitment-Meaning, factors affecting recruitment decision, Recruitment process,selection-Inputsofselection,selectionprocess-testsandinterviews, placementandinduction.Jobchanges-transfer,promotion,demotionandseparation.	25%
4.	**Training and Development:** Training and Development–concept and importance,objectives,techniques and problems.	25%

*Units will have the same Weightage in the evaluation as suggested in the course outline.

Teaching-Learning Methodology	• Lecture Method • Online Lectures • Group Discussion

Evaluation Pattern		
Sr.No.	**Details of the Evaluation**	**Weightage**
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical , Viva-Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

* Students will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to	
1.	Understand the basics of Human Resource Management
2.	Get an idea about Human Resource Planning
3.	Get familiar with aspects of Recruitment and Selection
4.	Students will learn about Training and Development
5.	Understand the basics of Human Resource Management

Suggested References:	
Sr. No	References
1.	Personal Management By Mamoria C.B.
2.	Personnel Management By Flippo Edwin B.
3.	Human Resource and Personnel Management By William B.Werther Jrand Davis Keith.
4.	Human Resource Management By C.B.Gupta.
5.	Human Resources Management – By S. S. Khan
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384	