



# बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsā Mūṇḍā Drāyabhal Yūnīvārsīṭī

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

School of Commerce

B.Com.Programme

Subject Code & Name: BC04MECC01 Human Resource Management

## Teaching and Evaluation Scheme:

Teaching Scheme				Examination Scheme			
Credits				Component Weightage (%)			
				CCE		SEE	
L	T	P	Total	TH	PWE	TH	PWE
4	0	0	4	50	0	50	0

Programme Name	B.Com
Semester	IV
Course Code	BC04MECC01
Course Title	Human Resource Management
Course Content Type (Th./Pr.)	Theory
Course Credit	4
Sessions+ Lab. Per Week	4
Total Teaching/Lab. Hours	60 Hours
* 2 Laboratory = 1 Session	

## Learning Objectives

1. To study and differentiate the concept of personnel management and human resource management.
2. To know the theoretical aspect of human resource planning, job specification, job analysis and job description.
3. To learn the recruitment and selection procedure.
4. To apply and analyze the different types of training and methods of development.

## Prerequisites (if any)

## Learning Outcomes

After completion of the course, learners will be able to;

1. Understand the basic concepts of a personnel management and Human resources.
2. Know about the principles, policies and practice of human resources management.
3. Prepare human resource plans and maintain human resource records.
4. Prepare a report on job analysis and organize an induction programme in an organization
5. Define the concept and procedure of recruitment and selection.
6. Analyze the applicability and use of different kinds of training and development strategies in real life scenarios.





# बिरसा मुंडा ट्रायबल युनिवर्सिटी Birsa Munda Tribal University

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

## School of Commerce B.Com.Programme

### Detailed Contents

UNIT	TOPIC/SUB-TOPIC	TEACHING HOURS
I	<b>INTRODUCTION:</b> Personal Management: Introduction, Meaning, Definition, Features, Importance Human Resource Management: Introduction, Meaning, Definition, Features, Objectives, Scope Functions, Importance, Limitations, HRM and Personal Management, HRM In India, Challenges.	15
II	<b>ACQUISITION OF HUMAN RESOURCE:</b> Human Resource Planning: Introduction, Meaning, Definition, Features, Need, Objectives, Importance, Factors Affecting To HRP, Job Analysis, Job Description and Job Specification.	15
III	<b>RECRUITMENT AND SELECTION:</b> Recruitment: Introduction, Meaning, Definition, Recruitment Policy, Situational Factors Affecting Recruitment, Scientific and Non-Scientific Recruitment Process, Sources of Recruitment (Internal and External), Methods of Recruitment. Selection: Introduction, Meaning, Definition, Selection Process Including Types of Trade Test, Test and Interview. Appointment And Induction.	15
IV	<b>TRAINING AND DEVELOPMENT:</b> Introduction, Meaning, Definition, Importance, Needs, Types, Scope of Training, Training and Development Methods, Training Process Outsourcing.	15

### Text Book(s)

1. Human Resource Management- Sudhir Prakashan

### Reference Books

- (1) Mondy, A. W., & Noe, R. M. (1999). Human Resource Management. London: Pearson.
- (2) Decenzo, D. A., & Robbins, S. P. (2009). Fundamentals of HRM. New Jersey: Wiley.
- (3) Dessler, G., & Varkkey, B. (2011). Human Resource Management. New Delhi: Pearson Edu.
- (4) Chhabra, T. N. (2004). Human Resource Management. Delhi: Dhanpat Rai & Co..
- (5) Aswathappa, K. (2007). Human Resource Management. New Delhi: Tata McGraw-Hill.
- (6) French, W. L. (1994). Human Resource Management. Boston: Houghten Mifflin.
- (7) Gupta, C. B. (2018). Human Resource Management. Delhi: Sultan Chand & Sons.
- (8) Rao, V. S. P. (2002). Human Resource Management: Text and Cases. Delhi: Excel Books.

### Web Resources





# बिरसा मुंडा द्रायबल युनिवर्सिटी Birsā Mūṇḍā Drāyabala Yūnīvārsīṭī

राजपिपला, जि० नर्मदा Rajpipla, Dist. Narmda

Established by Tribal Development Department, Govt. of Gujarat

## School of Commerce B.Com.Programme

**L::** Lecture, **T::** Tutorial, **P::** Practical

**CCE::** Continuous and Comprehensive Evaluation

(CCE Theory includes Mid Semester Examination, Assignment, MCQ quizzes, Seminar, Reflective notes, class participation, case analysis and presentation, slip tests (announced/surprised), attendance etc. or any combination of these)

**PWE::** Practical Work Examination

(PWE includes Laboratory practical work, project work, viva simulation exercise work etc.)

**SEE::** Semester End Evaluation

