

Veer Narmad South Gujarat University, Surat
Syllabus for - Human Resource Management
S.Y.BBA SEMESTER-IV Effective from November 2011

Objectives:

To expose students to the dynamic field of HRM and develop in them an understanding of the need for every manager to be a HR manager. To enable students to comprehend the key and vital issues of HRM in a dynamic environment. To introduce students to theory, contemporary issues and practical examples from the corporate world for effective study of HRM.

Pedagogic Tools:

Lectures, Case studies, Practical examples from corporate & business world, assignments, projects & presentations,

Evaluation Process:

University Exam	Internal Evaluation		
	Internal Tests	Assignments & Presentations	Attendance & Class Participation
70 marks	10 marks	10marks	10 marks

Course Content:

CHAPTER 1 Introduction to Human Resource Management: (10 %) - Total 07 lectures

Definition and importance of HRM
 Objectives of HRM
 Scope of HRM
 Functions of HRM
 Difference between HRM and Personnel Management
 Limitations of HRM

CHAPTER 2 Human Resource Planning (20 %) – 14 Lectures

HRP- Definition, meaning, characteristics and features
 Importance of HRP- factors affecting HRP
 Process of HRP
 Levels of HRP
 Methods of Demand Forecasting
 Problems or barriers to HRP
 Guidelines for effective HRP
 Concept and objectives & uses of Job analysis
 Process and methods of job analysis
 Job description and job specification
 Role analysis
 Concept of job design (job rotation, job enrichment & job enlargement)

Chapter 3 Recruitment & Selection (15 %) - Total 10 lectures

CHAPTER 7: Wage & salary administration (15%) Total 08 lectures

Objectives of wage & salary administration

Overview of state regulation of wages (minimum wages act, payment of wages act, wage boards, equal remuneration act payment of bonus act)

Principles of wage & salary administration

Components of wage & salary administration

Factors affecting wages

Methods of wage payments

Executive compensation

Note: About 15-20 percentage of total paper should be allocated to case study or application based questions.

TEXT BOOK: 1)Essentials of Human Resource Management and Industrial Relations P. Subba Rao (Himalaya Publishing House)

2) Human Resource Management by C. B. Gupta

Reference Books: 1) Human Resource Management by Dr. S.S. Khankha
2) Human Resource & Personnel Management by K. Ashwathappa