

**GUJARAT UNIVERSITY**  
**SYLLABUS FOR S.Y BBA**  
**SEMESTER III**

**CORE COURSE – 203 BASIC HUMAN RESOURCE  
MANAGEMENT**

Any organization is made up of four basic resources – Men, Material, Money and Machinery. It is people that make use of non-human resources and hence are considered most significant resources in an organization. Better educated, more skilled and well aware of their interest are few distinguishing characteristics of modern human resources. Human resource management is an art of managing human capital in such manner that they give best to the organization.

**Objectives:-**

- C) To impart the fundamentals of Human Resource Management to the students.
- D) To introduce HRM as an integral managerial function while focusing on pre-procurement, procurement and development of human resources.

**Number of credits:- 3**

**Lectures per week: 3**

**Total Sessions: 40**

Unit	Weightage
Unit I	25%
Unit II	25%
Unit III	25%
Unit IV	25%
Total	100%

**UNIT-I Introduction to Human Resource Management and Pre-Procurement**

**Introduction**

W) Definition, Scope and Objectives of HRM

**Pre-Procurement**

- C) Human Resource Planning: Definition of HRP; Process (including demand forecasting methods – managerial judgement, work study, ratio-trend analysis and Delphi technique) and supply forecasting methods (management inventory , skill inventory, inflows and outflows , turnover rate, conditions of work and absenteeism)
- D) Job Analysis: Meaning of Job analysis, Process of job analysis(including methods of data collection – interview, questionnaire, observation ,checklist, diary, technical conference.

## **UNIT-II Procurement**

- G) Recruitment : Definition and process of recruitment.
- H) Selection : Definition ; Types of selection tests ( in detail ) – personality, interest, graphology, medical, ability, aptitude, psychomotor, polygraph test ; Factors to be considered while choosing selection test- reliability, validity, objectivity and standardization. Meaning of interview, types of interviews ( in detail )- one to one , sequential , panel , structured, unstructured, mixed, behavioral, stress. Common interview problem, interview do's and don'ts.
- I) Orientation : Meaning , types of orientation programmes – formal and informal, individual and collective, serial and disjunctive, investiture and divestiture.

## **UNIT-III Development**

- 2. Job Design : Definition , Methods of job design- work simplification, job rotation, job enrichment, job enlargement , autonomous or self directed team , high performance work team.
- 3. Development : Definition of development , need and objective of development, methods of development – understudy assignment, committee assignment, transaction analysis, organization development, role play, in basket exercise.
- 4. Career planning : Concept of career, career planning and succession planning, career stages – Exploration , Establishment, Mid-career, Late career and Decline.

## **UNIT-IV Evaluating and Rewarding Employees**

- 8. Performance Appraisal : Definition and Importance of Performance Appraisal, Methods of Performance Appraisal ( 360 degree feedback, MBO, Critical Incident, Forced choice and rating scale method ) , problems/errors in P.A. – Spillover Effect, leniency effect, halo effect, primacy and recency effect , central tendency, status effect. Definition of job evaluation, importance of job evaluation, difference between performance appraisal and job evaluation.
- 9. Promotion, Transfer and Separation :  
Promotion : Definition , Types – vertical , horizontal , dry; Principles of promotion including bases of promotion – Seniority , Merit or both.  
Transfer : Definition , Types- Production, Replacement, Versatility, Shift, Remedial.  
Separation: Definition , Types – Layoff, retrenchment, dismissal, resignation, V.R.S.

### **Text Book :**

Human Resource and Personnel Management – Text and Cases;  
K.Aswathappa; Tata McGraw Hill ; 4<sup>th</sup> Edition. OR Latest Edition.

### **Reference Books :**

- 6. Personnel Management and Industrial Relations; N.G.Nair and Latha Nair ; S. Chand ; 1<sup>st</sup> Edition reprinted in 2004. [ Particularly for Section I, Topic 4,

Career planning and development ]

7. Human Resource Management – Text and Cases; S.S.Khanka; S. Chand; 1<sup>st</sup> Edition reprinted in 2009.

**5. Topics for Assignment :**

- 1) Difference between HRM and Personnel Management
- 2) Qualities of HR Manager
- 3) Difference between education, learning, training and development.
- 4) Evolution of H.R.M.

**6. Topics for Presentation/Seminar**

1. Principles of effective orientation programme.
2. Job Description and Job specification
3. Performance Appraisal methods  
(Psychological appraisal, Assessment centre)
4. Methods of Job Evaluation
5. Functions of Human Resource Management

