

Part B

Programme: Bachelor of Business Administration (Semester III)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BBA- 301	Human Resource Management	75

COs

Students will be well acquainted with basic activities to be done by HR Manager.

They will have an inclusive outlook about the recruitment and selection practices.

They will be able know methods of training and its relevance, usefulness in HR.

Students will become desires to know the actual process of compensation management in industry.

They will become familiar with common industrial disputes and its settlement.

They will learn the process of workers' participation in management.

Unit	Content	Number of periods
I	Introduction to HRM 1.1 HRM - Concept, Nature, Scope, Objectives and Functions. 1.2 Importance of HRM, Role and Status of HR Manager 1.3 Human Resource Planning - Concept, Factors affecting HRP, 1.4 Job Analysis, Job Description and Job Specification	13
II	Recruitment and Selection of Managerial Personnel 2.1 Recruitment – Concept, Importance, Factors affecting Recruitments, 2.2 Sources of Recruitment, Methods of Recruitment, New Trends in Recruitment 2.3 Selection – Concept and Importance, Stages involved in Selection Process 2.4 Types of Selection Tests and Types of Interviews	13
III	Training and Development of Human Resource 3.1 Training and Development – Concept and Importance. 3.2 Induction – Concept, Characteristics and Importance 3.3 Methods of Training – On the Job Training and Off the Job Training 3.4 Process of Training & Development, Training v/s Development	13
IV	Compensation Management 4.1 Concept of Wages and Compensation, Difference between wages and compensation 4.2 Objectives of Compensation, Factors influencing Compensation 4.3 Payroll and Compensation, Compensation and Talent Management 4.4 Types of Wages, Concept and Types of Fringe Benefits	13
V	Conflict Management 5.1 Conflict Management-Concept, Importance and Objectives 5.2 Conflict Management-Factors Affecting- Internal & External 5.3 Conflict Management- Steps and Procedure 5.4 Limitations of Conflict Management	13
VI	Skill Enhancement Module 1. Visit to any local industry to know their recruitment and selection practices. 2. Study of Human Resource Planning at local shops / departmental stores. 3. Study of Compensation Management at local shops / departmental stores. 4. Methods of training at local workshops, motor garages.	10

ReferenceBooks:

1. Subba Rao, P. (2014). Essentials of HRM and Industrial Relation (5th ed.). Himalaya Publishing House, Mumbai.
2. Khanka, S. S. (2007). Human Resource Management (2nd ed.). S. Chand Publishing, New Delhi.
3. Bhattacharya, D. K. (2014). Compensation Management (2nd ed.). Oxford University Press, New Delhi. (Link: <https://rb.gy/52rej>)

WeblinktoEquivalentMOOConSWAYAMifrelevant:

WeblinktoEquivalentVirtualLabifrelevant:

Anypertinentmedia(recordedlectures,YouTube,etc.)ifrelevant: