

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,  
ANAND**

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Govt. of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

**Bachelor of Business Administration (BBA-General)**

**Semester - III**

<b>Course Code</b>	<b>UM3MABBA01</b>	<b>Title of the Course</b>	<b>HUMAN RESOURCE MANAGEMENT-I</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per Week</b>	<b>04</b>

<b>Course Objectives</b>	<ol style="list-style-type: none"><li>1. To develop understanding of how to effectively manage people and basics of human resource management</li><li>2. To make the students aware regarding different managerial and operative functions of HRM.</li><li>3. To make students aware regarding process of HR Planning.</li><li>4. To make learner conversant with recruitment and selection.</li><li>5. To make students familiar with concept of promotion, demotion, transfer, absenteeism and performance appraisal.</li></ol>
--------------------------	---

**Course Content**

<b>Unit</b>	<b>Description</b>	<b>Weightage (%)</b>
<b>1.</b>	<b>HUMAN RESOURCE MANAGEMENT &amp; HUMAN RESOURCE PLANNING:</b> <b>(A) Human Resource Management (HRM)</b> Meaning and Definition. Objectives Scope Functions <b>(B) Human Resource Planning (HRP)</b> Meaning and Definition Objectives of HRP Need for and Importance of HRP Human Resource Planning Process Problems/Barriers to HRP	<b>25 %</b>

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,  
ANAND**

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Govt. of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

<b>2.</b>	<p><b>RECRUITMENT &amp; SELECTION</b> <b>(A) RECRUITMENT</b> Meaning and Definition. Factors Affecting Recruitment Sources of Recruitment Recruitment Process</p> <p><b>(B) SELECTION</b> Meaning and Definition Need for Scientific Selection Selection Method/Process</p> <p><b>Practical Aspects:</b> Students will visit a company and prepare sources of recruitment and selection procedure of that company.</p>	<b>25 %</b>
<b>3.</b>	<p><b>PERFORMANCE APPRAISAL</b> Meaning and Definition Process of Performance Appraisal Methods of Performance Appraisal Problems of Performance Appraisal Making Performance appraisal more effective.</p> <p><b>Practical Aspects:</b> Students will contact concerned person of college and list out the methods and process of performance appraisal of college.</p>	<b>25%</b>
<b>4.</b>	<p><b>INTERNAL MOBILITY AND ABSENTEEISM</b> Promotion: Meaning, Policy, Types and Basis Demotion: Meaning, Causes Transfer: Meaning, Types, Policy Absenteeism: Concept, Causes</p>	<b>25%</b>

<b>Teaching- Learning Methodology</b>	<ul style="list-style-type: none"> <li>• Lecture Method</li> <li>• Group Discussion</li> <li>• Case Study</li> <li>• Project Work</li> <li>• Practical activities</li> <li>• Guest Lectures</li> </ul>
---	--

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,  
ANAND**

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Govt. of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

**Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025**

<b>Evaluation Pattern</b>		
<b>Sr. No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
1.	Internal Written Examination	<b>30%</b>
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance	<b>20%</b>
3.	External Examination	<b>50%</b>

<b>Course Outcomes: Having Completed this course, the students will be able to</b>	
<b>1.</b>	Understand how to manage people effectively at workplace.
<b>2.</b>	Learn concepts of human resources management and human resources planning.
<b>3.</b>	Explain how human resource managers align the recruitment and selection process
<b>4.</b>	Explain the concepts of promotion, demotion, transfer and absenteeism.
<b>5.</b>	Explain the concepts, methods and process of performance appraisal.

<b>Suggested References</b>	
<b>Sr. No.</b>	<b>References</b>
<b>1</b>	Personnel Management: C B Memoria & S V GAnkar, Himalaya Publishing House
<b>2</b>	Human Resource Management: S S Khanka, S Chand
<b>3</b>	Human Resource Management: C B Gupta, Himalaya Publishing House

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,  
ANAND**

**(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)**

**AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR**

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified  
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A<sup>+</sup>** KCG-Dept of Edu. Govt. of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A<sup>+</sup>'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

4	Text and Cases of Human Resource Management: P Subba Rao, Himalaya Publishing House
5	Human Resource and Personnel Management: K Aswathappa

**On-line resources to be used if available as reference material**

**On-line Resources**

\*\*\*\*\*