

<b>Part A - Introduction</b>			
Subject	<b>Business Administration</b>		
Semester	<b>III</b>		
Name of the Course	<b>Human Resource Management</b>		
Course Code	<b>B23-BBA-303</b>		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>CC-C3</b>		
Level of the course (As per Annexure-I)	<b>Intermediate-Level</b>		
Pre-requisite for the course (if any)	<b>None</b>		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. To familiarize students with the concept of Human resource management.</li> <li>2. To understand the role and competencies required for Human resource Managers in an organization.</li> <li>3. To help students understand the various aspects of employee life cycle within an organization.</li> <li>4. To significantly improve the understanding of students about global HR Practices.</li> </ol> <hr/> <p>5*.</p>		
Credits	Theory	Practical	Total
	<b>4</b>	<b>0</b>	<b>4</b>
Contact Hours	<b>60</b>	<b>0</b>	<b>60</b>
Max. Marks: <b>100</b> Internal Assessment Marks: <b>30</b> End Term Exam Marks: <b>70</b>		<b>Time: 3 Hours</b>	

## Part B- Contents of the Course

### Instructions for Paper- Setter

The Paper-Setter shall set *nine* questions in all and the question paper shall be divided into two parts. **Part ‘A’** shall comprise *four* short answer type questions from the whole of the syllabus carrying 3.5 marks each, which shall be compulsory. **Part ‘B’** shall comprise *eight* questions (*two* questions from each unit) carrying 14 marks each and the student will be required to attempt *four* questions selecting *one* question from each unit.

Unit	Topics	Contact Hours
I	Human Resource Management-An Introduction; Human Resource Planning; Recruitment and Selection	15
II	Training and Development: Methods of Training; Job Analysis; Job Evaluation; Career Planning	15
III	Performance Management; Payroll and Compensation Management; Employee Retention; Employee Health and Safety; Mental Health and Wellbeing	15
IV	Recent trends in Human resource Management; Impact of technology on HRM; International HRM practices	15
V*		

### Suggested Evaluation Methods

#### Internal Assessment:

##### ➤ Theory

- Class Participation: **5**
- Seminar/presentation/assignment/quiz/class test etc.: **10**
- Mid-Term Exam: **15**

##### ➤ Practicum

- Class Participation:
- Seminar/Demonstration/Viva-voce/Lab records etc.:
- Mid-Term Exam:

End Term Examination: **70**

## Part C-Learning Resources

### Recommended Books/e-resources/LMS:

1. K. Aswathapa: *Human Resource Management: Text and Cases*; Tata McGraw Hill, New Delhi.
2. P. Jyothi: *Human Resource Management*; Oxford University Press.
3. V.S.P. Rao: *Human Resource Management*; Himalaya Publication House.
4. Seema Sanghi: *Human Resource Management*; Macmillan India Publication.

\*Applicable for courses having practical component.