**B.B.A SEM 3 HRM**

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| **Name of Course**  | **Semester**  | **Core/Elective/Allied/Practical/Project**  | **Course/Paper Code**  | **Course/Paper Title**  | **Credit**  | **Internal Marks**  | **External Marks**  | **External Exam Time Duration**  |
| B.B.A.  | III  | Core  | 19BBA305  | Human Resource Management  | 3  | 30  | 70  | 2 ½ Hours  |

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| **COURSE CONTENT**  |
| Unit - 1  | Human Resource Management  |
| Concept and Functions, characteristics and significance of HRM, HR Policies, HR Accounting, Changing environment of Human Resource Management- globalization, workforce diversity, corporate downsizing, technological advances, cultural environment, changing skill requirement, changing employee expectations  |
| Unit – 2  | Acquisition of Human Resource  |
| Human Resource Planning- process and significance, job analysis – job description and job specification; Recruitment – Concept and sources, e-recruitment, Selection – Concept and process, placement and induction.  |
| Unit - 3  | Training and Development  |
| Concept and Importance, Identifying Training and Development Needs, Designing Training Programmes, methods of training, Evaluating Training Effectiveness; Introduction to Management Development and Career Development.  |
| Unit – 4  | Performance appraisal and Compensation  |
| Concept, nature and objectives; Traditional and Modern Techniques of performance Compensation: concept- wage and salary, minimum, fair and living wage, factors influencing compensation levels, job evaluation; methods of wage payments with their merits and demerits.  |