**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. | |