

BA III Year		BPY-S601		Semester-VI	
SEC-4 Managing Human Resources					
Total Lectures	Time Allotted for End Semester Examination	Marks Allotted for Internal Assessment	Marks Allotted for End Semester Examination (ESE)	Maximum Marks (MM)	Total Credits
60	3 Hrs.	30	70	100	04

**Objective:** To understand the main concepts related to human resource management and learn related techniques.

**NOTE:** The question paper shall consist of three sections (Sec.-A, Sec.-B and Sec.-C). Sec.-A shall contain 10 objective type questions of one mark each and student shall be required to attempt all questions. Sec.-B shall contain 10 short answer type questions of four marks each and student shall be required to attempt any five questions. Sec.-C shall contain 8 descriptive type questions of ten marks each and student shall be required to attempt any four questions. Questions shall be uniformly distributed from the entire syllabus. The previous year paper/model paper can be used as a guideline and the following syllabus should be strictly followed while setting the question paper.

**Unit (1): Introduction:**

Meaning, Scope and Objectives of HRM, Importance, Evolution of the Concept of HRM, Approaches to HRM: Personal Management Vs Human Resource Management, HRM and Competitive Advantage, Traditional Vs Strategic Human Resource Management

**Unit (2): Human Resource Practices/Planning:**

Recruitment and Selection, Job Analysis, Job Description, Job Satisfaction, Methods of Job Analysis, Job Evaluation: Conventional Vs Strategic Planning, Recruitment, Source of Recruitment, Methods

**Unit (3): Placement:**

Training of Employees, Need for Training, Objectives, Approaches, Training Environment, Areas of Training, Training Evaluation Methods.

**Unit (4): Performance Appraisal and Career Planning**

Need & Importance, Objectives, Process- Methods and Problems of Performance Appraisal, Concept of Career Planning, Features, Methods- Uses of Career Development.

**Suggested Readings:**

1. Subha Rao P. (2014). Human Resources Management. Delhi: Himalaya Publication House
2. Flippo, Edvin B. (1984 ). Personnel Management. New Delhi: Tata McGraw Hill
3. D.A. DeCenzo and S.P. Robbins (1999). **Human Resource Management**. New York : John Wiley and Sons.
4. P. Hersey and K.H. Blanchard (1995). **Management of Organizational Behaviour : Utilizing Human Resources**. New Delhi: Prentice Hall of India Pvt. Ltd.
5. G. Dessler (1998). **Human Resource Management**. New Delhi : Prentice Hall of India Pvt. Ltd.