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 शिवजी विद्यापीठ, कोल्हापूर – 416004.
 दुरध्वनी (ईपीएबीएक्स) २६०९००० (अभ्यास मंडळे विभाग— २६०९०९४)
 फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३.e-mail:bos@unishivaji.ac.in

Ref./SU/BOS/Com & Mgmt./

Date : 23/06/2020 23 JUN 2020
 Outward No. :

To,

The Principal
 All Affiliated (Commerce & Management) College/Institutions,
 Shivaji University, Kolhapur

No 7300

Subject : Regarding revised Syllabi of BBA Part-I (Sem-II) CC-A5 : Human Resource Management Paper II Choice Based Credit System (CBCS) degree programme under the Faculty of Commerce & Management.

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have accepted and granted approval to the revised Syllabi, **BBA Part-I (Sem-II) CC-A5 : Human Resource Management Paper II Choice Based Credit System (CBCS)** under the Faculty of Commerce & Management.

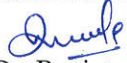
This Syllabi and equivalence shall be implemented from the academic year 2020-2021 onwards. A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

The question papers on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October / November 2020 & March / April, 2021. These chances are available for repeater students, if any.

You are therefore, requested to bring this to the notice of all Students and Teachers concerned.

Thanking you,

Yours faithfully,


 Dr. Registrar

Encl : As above

Copy to,

- | | | |
|---|---|---------------------------------------|
| 1. I/c Dean, Faculty of Commerce & Management | } | for information |
| 2. Chairman, Board of Studies | | |
| 3. Director, BOEE | } | for information and necessary action. |
| 4. Appointment Section | | |
| 5. P. G. Admission Section | | |
| 6. B. Com. Section | | |
| 7. Affiliation Section (U.G./P.G.) | | |
| 8. Computer Center/I.T. | | |
| 9. Eligibility Section | | |
| 10. Distance Education | | |
| 11. P.G. Seminar Section | | |

SHIVAJI UNIVERSITY, KOLHAPUR.



Estd. 1962

NAAC 'A' Grade

Faculty of Commerce and Management

Syllabus For

BBA Part – I (Sem II) (CBCS)

CC-A5 : Human Resource Management

(To be implemented from June 2020 onwards)

(Subject to the modifications that will be made from time to time)

BBA – I Sem. II
Course code: Human Resource Management
CC- A5

Course Outcome:

The students should be able to:

1. Discuss the basic concepts of HRM and its functions.
2. Gain the insight of Job analysis concepts and writing Job description and job specification.
3. Develop an understanding of human resource planning at different levels and benefits of HRP
4. Develop the knowledge to identify effective recruitment sources.
5. Enhance necessary critical thinking skills in order to evaluate the selection process.
6. Gain the knowledge of employee maintenance through the provisions of Factories Act 1948 and employee welfare facilities

Unit No.	Particulars	No. of lectures
Unit 1	Introduction to Human Resource Management(HRM):- Meaning, objectives, nature, importance, functions of HRM. Personnel Management Vs. Human Resource Management, HRM Vs HRD, Traditional Vs. Strategic Human Resource Management.	15
Unit – II	Procurement of human Resource HR Planning – meaning, objectives, benefits and HRP at different levels. Job Analysis – concept, uses, job description and Job specification. Recruitment- meaning, objectives, importance, sources of recruitment- Traditional sources, modern sources Selection - Meaning, Selection procedure Concepts of Placement & Induction	15
Unit – III	Development & Compensation Training – meaning, objectives & process. Development – Career planning- meaning and need, succession planning. Compensation- meaning, objectives and factors affecting wage and salary levels. Concepts of minimum wage, fair wage and living wage.	15
Unit – IV	Maintenance: Employee health & safety – meaning of health, importance, occupational hazards & diseases, protection against hazards. Safety – significance of industrial safety, statutory provisions concerning Health & safety as per factories Act 1948, Welfare and recreational facilities for employees.	15

Books Recommended:-

1. Personnel & Human Resource Management – Text & Case by P. Subba Rao.
2. Human Resource Management by Dr. C.B. Gupta, Sultan Chand & Sons
3. Human Resource Management by Garry Desslar, Pearson Education Asia.
4. Human Resource Management by S.S. Khanka, S.Chand & Co, New Delhi.
5. Human Resource Management and Personnel Management by Aswanthappa, Tata Mc Graw Hill, New Delhi.
7. Human Resource Management by Biswajeet Patnaik Prentice & Hall of India Private Limited, New Delhi.
8. Human Resource Management – An Experimental Approach by H. John Bernandin & Joyce E.A. Russel.