

SD COLLEGE HOSHIARPUR
DEPARTMENT OF MANAGEMENT
LECTURE PLAN FOR THE SESSION 2021-22

Class	BBA(SEMESTER- IV)
Subject name and code	BBA 224: HUMAN RESOURCE MANAGEMENT
Max. Marks and duration of exam.	100 (Theory:80, Internal Assessment:20) and 3 hours
Duration of lecture	45 minutes per day
No. of lectures delivered per week	6 lectures
Submitted by	Saurabh Thakur, Department of Management

Course Objective: Making students to understand the basic concepts, philosophies, Process and techniques of Human Resource Management.

UNIT-I

Topics	Content	Specific objectives	Methods and Techniques	Resource and links
Human Resource Planning	Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Challenges faced by Modern HR Managers.	Making students to understand the basic concepts, philosophies, Process and techniques of HRM.	Class room teaching with example PowerPoint Presentations Case studies Google class	1. Dessler, Personnel Human Resource Management, Prentice Hall of India. 47 2. D A DeCenzo and S P Robbins, Personnel/ Human Resource Management, Prentice Hall of India. 3. M S Saiyadain, Human Resource Management, Tata McGraw. 4. VSP Rao, Human Resource Management, Excel Books.

Human Resource Planning	Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR planning and Suggestions for Making HR Planning Effective, Succession Planning.			INTERNET WEBSITES www.slideshare.in www.scribd.com www.managementparadise.com
Recruitment	Selection, Training and Development.			
Placement and Induction	Transfers and promotions.			

Unit -II

Topics	Content	Specific objectives	Methods and Techniques	Resource and links
HR Department and Policies	Organisational Design of HR Department, Composition, Functions, HRM Environment.	Making students to understand the basic concepts, philosophies, Process and techniques of HRM.	Class room teaching with example PowerPoint Presentations Case studies Google class	

HR Information System	Meaning, Need, Objectives, Process, Designing of HRIS, Computerized HRIS, Personnel Inventory.			
HR Records	Meaning, Purpose, Essentials of Good Record Keeping, Significance, Description.			
HR Research	Objectives, Kinds and Techniques.			
HR Audit	Objectives, Need, Process, Types and Approaches.			

QUESTION BANK

SHORT QUESTIONS

1. What do you mean by HRM?
2. What are objectives of HRM?
3. What is downsizing?
4. What is exit policy?
5. Define recruitment.
6. What is meant by outsourcing?
7. What are advantages of E-Recruitment?
8. Difference between selection and recruitment?

LONG QUESTIONS

1. What do you understand by selection process and explain various steps involved in it?
2. Discuss various barriers to effective selection?
3. Bring out types and purposes of employment tests.
4. What is interview and discuss its various types?
5. Define training ? Discuss various types of training?
6. What is vestibule training?
7. What are barriers to effective training?
8. Explain criteria and techniques of evaluation of training results?

