



BBA

Semester III

Calicut University

Human Resource Management

Course Code: BBA3CJ203 • Module SYLLABUS Notes

Course Syllabus

Course Code: BBA3CJ203 | **Course Title:** Human Resource Management |
Semester: III

Module I: Introduction to HRM & Human Resource Planning

- Unit 1: Concept, Scope, Functions, Objectives, and Evolution of HRM.
- Unit 2: Strategic HRM (SHRM) & Role of HR Managers in Modern Business.
- Unit 3: Job Analysis – Job Description and Job Specification.
- Unit 4: Human Resource Planning (HRP) – Demand & Supply Forecasting.

Module II: Recruitment, Selection & Training

- Unit 5: Recruitment – Internal and External Sources, E-Recruitment.
- Unit 6: Selection Process – Screening, Testing, Interviewing, Background Checks.
- Unit 7: Orientation, Induction, Socialization, Placement.
- Unit 8: Training and Development – Need Identification, Methods (On-the-Job, Off-the-Job).

Module III: Performance Management & Compensation

- Unit 9: Performance Appraisal – Concept, Process, Methods (360-degree, BARS, MBO).
- Unit 10: Compensation Management – Wages, Salaries, Incentive Plans, Fringe Benefits.

- Unit 11: Job Evaluation Methods (Point, Ranking, Factor Comparison).
- Unit 12: Career Planning, Career Development, Succession Planning.

Module IV: Employee Relations, Health & Safety

- Unit 13: Industrial Relations – Trade Unions, Collective Bargaining, Grievance Redressal.
- Unit 14: Employee Discipline – Misconduct, Disciplinary Action, Domestic Inquiry.
- Unit 15: Workplace Health, Safety, Welfare Provisions & Employee Engagement.
- Unit 16: HR Audit, HR Information System (HRIS), International HRM Trends.

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