SHRI MAHAVEER COLLEGE, JAIPUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

Name of faculty	Dr. Minal Sharma
Class- II Year	BBA– IInd Year
Course Code	BBA–II
Course Name	Human Resource Management
Session	2023-24

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

Vision & Mission of Shri Mahaveer College

Vision

To be a globally competent learning and research Centre for the contemporary holistic development of young minds to make them industry-fit and job-creators by providing quality education in varied disciplines with modern insights and ethical values.

Mission

- To empower our students to achieve global excellence in varied disciplines and carve a niche on global horizon.
- To foster holistic development of our students to develop professionalism and globally competent skill-set.
- To encourage and support our students to develop innovative thinking for contributing towards a progressive ethical contemporary society.

Vision & Mission of Department of Commerce and Management

Vision

To educate and train competent human resources suitable for industry, business entrepreneurship and service sector by integrating all aspects of commerce and management.

Mission

1) To empower students with all the knowledge and guidance required to become qualified management professionals.
2) To provide holistic and value-based development of students which ultimately enhances their employability.

3) To prepare the youth in becoming a truly global personality capable of dealing with the modern world and its challenges.

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

PROGRAM OUTCOMES (POs)

■ On completion of BBA Program the student will be able to -

S.No.	Program Outcomes	Description
1.	PO1	Apply knowledge of management theories and practices to solve business problems.
2.	PO2	Foster analytical and critical thinking abilities for data-based decision-making.
3.	PO3	Ability to develop value-based leadership ability.
4.	PO4	Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
5.	PO5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
6.	PO-6	Foster out-of-the box thinking for identifying business opportunities and develop as successful entrepreneurs.
7.	PO-7	Ability to formulate managerial strategies by identifying potential global opportunities in business world.
8.	PO-8	Develop managerial, human and technical skills for being equipped in the competitive business environment.
9	PO-9	Demonstrate able motivators for generating higher productivity and efficiency of co-workers.
10.	PO-10	Ability to design solutions for complex business problems with statistical and quantitative tools and techniques.

PROGRAM SPECIFIC OUTCOMES (PSOs)

- On completion of BBA Program the student will be able to –

S.No.	Program Specific Outcomes	Description
1.	PSO1	Exhibit strategic and pro-active thinking towards business decision-making.
2.	PSO2	Apply analytical and problem solving skills in business organization.

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

MAPPING OF KEY PHRASES OF THE INSTITUTES MISSION STATEMENT WITH THE KEY PHRASES OF INSTITUTES VISION STATEMENT

(Institution Mission Vs Institute Vision)

Key Phrases of the Mission Statement of the Institute	Key Phrases of the Vision Statement of the Institute		
	To create knowledge based society with scientific temper	Team spirit	To face the global competitive challenges
Skill based systems for effective delivery of knowledge	✔	✔	✔
To equip young professionals with dedication	✔	✔	✔
Excellence in all spheres of life	✔	✔	✔

MAPPING OF KEY PHRASES OF THE DEPARTMENTSVISION STATEMENT WITH THE KEY PHRASES OF INSTITUTES MISSION STATEMENT

(Department Vision Vs Institution Mission)

Key Phrases of the Vision Statement of the Department	Key Phrases of the Mission Statement of the Institute		
	Skill Based Systems	Delivery of Knowledge	Excellence in all spheres of life
Centre of Excellence	✔	✔	✔
Wider recognition	✔	✔	✔
Rapid innovation.	✔	✔	✔

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT
MAPPING OF KEY PHRASES OF THE DEPARTMENTS MISSION STATEMENT
WITH THE KEY PHRASES OF DEPARTMENTS VISION STATEMENT
(Department Mission Vs Department Vision)

Key Phrases of the Mission Statement of the Department	Key Phrases of the Vision Statement of the Department		
	Centre of Excellence	Wider recognition	Rapid innovation.
Learning-centered environment	✔	✔	✔
Research and Discovery	✔	✔	✔
Social Responsibility	✔	✔	✔

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

MAPPING OF KEY PHRASES OF PSO WITH KEY PHRASES OF

DEPARTMENTS MISSION STATEMENT

(PSO Vs Department Mission)

Key Phrases of PSO Statement	Key Phrases of the Mission Department		
	Learning-centered environment	Research and Discovery	Social Responsibility
Professional Knowledge	✔	✔	✔
Standards, Ethic, Tools, Challenges Societal Problems	✔	✔	✔
Entrepreneur, Lifelong Learning and Higher Studies.	✔	✔	✔

Faculty : Dr Minal Sharma

Day /Period	I	II	III	12:45-1:35	IV	V
	10:00-10:50	10:55-11:45	11:50-12:40		1:40-3:00	3:00 to 5:00
Mon		P-III HRM (Dr.MS) RN -206			Sports / Library	
Tue		P-III HRM (Dr.MS) RN -206		LUNCH	Sports / Library	
Wed		P-III HRM (Dr.MS) RN -206			Sports / Library	
Thurs					Sports / Library	
Fri					Sports / Library	
Sat					Sports / Library	

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT
JAIPUR
Syllabus

II Year: BBA

BBA-II : Human Resource Management

Max. Marks: 100

End Term Exam: 3Hours

Unit	Contents	Hours
I	Introduction: Scope, Importance and functions of HR Management, Role of HR Department,	
II	HR Planning, Recruitment and selection, Induction and placement	
III	Career Planning and Development, Training	
IV	Performance and Potential Appraisal, Merit Rating Executive Development	
V	Motivation, Morale and Leadership	

ABC Analysis (RGB method)

Unit No.	A (Hard Topics)	B (Topics with average hardness level)	C (Easy-to-understand topics)
I			Introduction: Scope, Importance and functions of HR Management, Role of HR Department.
II		HR Planning, Recruitment and selection, Induction and placement and its process.	
III	Career Planning and Development, Training and its various techniques.		
IV	Performance and Potential Appraisal, Merit Rating Executive Development.		
V		Motivation, Morale and Leadership and its various styles.	

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

Campus: Shri Mahaveer College   **Class/Section: BBA II**   **Date:1/8/2024**
Course: BBA   **Year: II**
Name of Faculty: Dr. Minal Sharma   **Name of Subject: Human Resource Management**

COURSE PLAN –BLOWN UP

SNo.	TOPIC AS PER SYLLABUS	BLOWN UP TOPICS (up to 10 Times Syllabus)
1.	Zero Lecture	Objective, scope and outcome of the course.
2.	Introduction/ concept of Human Resource Management	- Meaning and definitions of HRM - Scope OF HR Management - Importance of HRM - Features and objectives - functions of HR Management, - Role of HR Department, - HR Environment in India. - Sluggish growth of HRM in India. - New emerging trends.
3.	HR Planning, recruitments and selection	- Definitions and concept of HR Planning - Features and significance of HR Planning. - HRP Process - Essentials of HRP - Limitations in the process of HRP - Recruitment and selection - Selection Procedure - Induction and placement - Significance of induction.
4.	Career Planning and Training	- Concept of Career Planning and Development - Nature and definitions of career planning - Essentials of the process - Significance of career development - Barriers in the process of career development. - Concept of Training - Meaning and features of Training. - Training Process. - Different training techniques. - Essentials of Training Program.

		• Importance of Training in an organization.
5.	Performance Appraisal and Executive Development	• Meaning of Performance and Potential Appraisal • Definitions and features of PA. • Significance of PA Process. • Steps involved in PA Process. • Meaning of Merit Rating . • Difference between Merit Rating and PA • Concept of Executive Development • Nature and Importance of Executive Development. • Process of Executive Development. • Different Techniques of Executive Development.
6.	Motivation, Morale and Leadership	• Concept of Motivation • Meaning and Nature of Motivation • Significance of Motivation. • Theories of Motivation. • Concept of Morale and its features. • Importance of Morale. • Meaning of Leadership • Leadership Traits. • Importance of Leadership. • Different styles of Leadership.

Course: BBA	**Year/ Section –II**	**Date: 1/8/2023**
Name of Faculty: Dr. Minal Sharma	**Name of Subject : Human Resource Management**	

COURSE PLAN (Deployment)

COURSE PLAN

Syllabus

Unit I:

Introduction: Scope, Importance and functions of HR Management, Role of HR Department,

HR Environment in India.

UNIT2:

HR Planning, Recruitment and selection, Induction and placement

UNIT3:

Career Planning and Development, Training

UNIT4:

Performance and Potential Appraisal, Merit Rating Executive Development

UNIT V:

Motivation, Morale and Leadership

TEXT BOOK: G S Sudha

 REFERENCES: C B Gupta, T N Chabra, Edwin b Flippo.

After completion of the course , students would be able to learn:

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remember	Defining the term Human resource management and understand the concept of managerial effectiveness.
CO – 02	Understand	Describe the conceptual knowledge of HR Planning and selection procedure in an organization.
CO – 03	Apply	Demonstrate various training techniques and its importance to the employees.
CO – 04	Evaluate	Analyze and evaluate the best suitable performance appraisal technique and leadership style.

o.	Lec t. No.	Points to Cover	CO/L O	Proposed Date of coverege	Actual Date of coverege (Handwritten)	Ref.Book/Journal with Page No.
	L1	Zero Lecture		7-8-23	7-8-23	Gupta C.B
	L2	**Unit 1** Introduction and Basic Concepts of Human resource Management	C1	8-8-23	8-8-23	
	L3	Significance of HR Management	C1	14-8-23	14-8-23	Gupta C.B
	L4	Nature and features of HR Management	C1	16-8-23	16-8-23	Gupta C.B
	L5	Different objectives of HR Management	C1	23-8-23	28-8-23	Gupta C.B
	L6	Scope and functions of HRM	C1	28-8-23	29-8-23	T N Chabra,
	L7	Role of HR department in organizations	C1	29-8-23	4-9-23	T N Chabra
	L8	Sluggish growth of HRM in India	C1	4-9-23	5-9-23	T N Chabra
	L9	Reasons for slow growth of hrm	C1	5-9-23	5-9-23	T N Chabra
	L10	New emerging trends in HRM	C1	6-9-23	6-9-23	T N Chabra
	L11	Concept of HR environment in detail	C1	11-9-23	11-9-23	T N Chabra
	L12	**Unit II**Procuring Human resources: meaning and concept	C2	12-9-23	13-9-23	T N Chabra
	L13	HR Planning: concept and definitions	C2	13-9-23	18-9-23	
	L14	Nature of HRP	C2	18-9-23	19-9-23	
	L15	Significance of human resource planning	C2	19-9-23	19-9-23	C B Gupta
	L16	Advantages of manpower planning	C2	20-9-23	26-9-23	C B Gupta
	L17	Limitations in HRP	C2	26-9-23	26-9-23	C B Gupta
	L18	DIFFERENT OBJECTIVES of human resource planning	C2	27-9-23	3-10-23	C B Gupta
	L19	Essentials of HRP	C2	3-10-23	3-10-23	C B Gupta
	L20	Recruitment: meaning and concept	C2	4-10-23	4-10-23	C B Gupta
	L21	Objective of recruitments	C2	9-10-23	9-10-23	C B Gupta
	L22	Features of recruitments	C2	10-10-23	10-10-23	C B Gupta
	L23	Meaning and definitions of selection	C2	11-10-23	11-10-23	C B Gupta
	L24	Selection process used in organisations	C2	16-10-23	16-10-23	C B Gupta
	L25	Concept of placement and induction	C2	17-10-23	17-10-23	C B Gupta
	L26	Features and nature of induction	C2	18-10-23	18-10-23	C B Gupta
	L27	Induction process	C2	25-10-23	25-10-23	R D Agarwal-Organisation and Management,
	L28	**UNIT III** Human resource Development	C3	30-10-23	30-10-23	Gupta C.B
	L29	Meaning , concept of HRD	C3	31-10-23	31-10-23	Gupta C.B
	L30	Meaning of career planning, concept	C3	1-11-23	1-11-23	Gupta C.B
	L31	Characteristics of career planning	C3	6-11-23	6-11-23	Gupta C.B

32	L32	Role of career planning in organization	C3	7-11-23	7-11-23	Gupta C.B
33	L33	Career development: meaning and definitions	C3	20-11-23	20-11-23	Gupta C.B
34	L34	Features of CDP	C3	21-11-23	21-11-23	Gupta C.B
35	L35	Process of career development	C3	22-11-23	22-11-23	Gupta C.B
36	L36	Explanation of career development process	C3	28-11-23	29-11-23	Gupta C.B
37	L37	Barriers in CDP	C3	29-11-23	4-12-23	T n chabra
38	L38	Training: concept, meaning and definitions	C3	4-12-23	5-12-23	T n chabra
39	L39	Described Training objectives	C3	5-12-23	5-12-23	T n chabra
40	L40	Discussed need and significance of Training.	C3	6-12-23	6-12-23	T n chabra
41	L41	Discussed Training Process	C3	11-12-23	11-12-23	T n chabra
42	L42	Nature and features of Training	C3	12-12-23	12-12-23	T n chabra
43	L43	Pre-requists of effective training Process	C3	13-12-23	13-12-23	T n chabra
44	L44	Merits and limitations of Training Program	C3	18-12-23	20-12-23	T n chabra
45	L45	Unit -IVPerformance appraisal's concept and nature	C4	19-12-23	20-12-23	T n chabra
46	L46	Importance of the process,in industries	C4	20-12-23	1-1-24	T n chabra
47.	L47	Barriers in PA	C4	1-1-24	2-1-24	T n chabra
48	L48	Benefits of PA	C4	2-1-24	3-1-24	T n chabra
49	L49	Objectives of Performance appraisal	C4	3-1-24	8-1-24	T n chabra
50	L50	Concept of Merit rating	C4	8-1-24	9-1-24	T n chabra
51	L51	Difference between PA and Merit Rating	C4	9-1-24	10-1-24	T n chabra
52	L52	Executive Development Program: meaning, concept and definitions	C4	10-1-24	15-1-24	T n chabra
53	L53	Role and importance of Executive Development	C4	15-1-24	16-1-24	T n chabra
54	L54	Objectives of executive development	C4	16-1-24	22-1-24	T n chabra
55	L55	Essentials of executive development	C4	22-1-24	23-1-24	T n chabra
56.	L56	Barriers of MD program	C4	23-1-24	24-1-24	T n chabra
57	L57	Advantages of executive development.		24-1-24	29-1-24 ·	T n chabra
58.	L58	Unit V Motivation: meaning n concept, features	C5	29-1-24	29-1-24	T n chabra
59	L59	Role n importance of motivation	C5	30-1-24	30-1-24	T n chabra
60	L60	Goals of motivation	C5	31-1-24	31-1-24	T n chabra
61	L61	Benefits of motivating employees	C5	5-2-24	5-2-24	T n chabra
62	L62	Disadvantages of Motivation	C5	6-2-24	6-2-24	T n chabra
63	L63	Theories of Motivation: Maslows theory	C5	7-2-24	7-2-24	T n chabra
64	L64	Mc gregor's theory	C5	12-2-24	12-2-24	T n chabra
65	L65	Herzberg's theory of Motivation	C5	13-2-24	13-2-24	T n chabra
66	L66	Sound Motivation System	C5	14-2-24 ·	14-2-24	T n chabra
67	L67	Concept of Morale, definitions and characteristics	C5	19-2-24	19-2-24	T n chabra
68	L68	Discussed importance of Morale	C5	20-2-24	20-2-24	T n chabra
69	L69	Discussed objectives of Morale	C5	21-2-24	21-2-24	T n chabra

70	L70	Merits and Demerits of Morale.	C5	26-2-24	26-2-24	T n chabra
71	L71	Leadership: meaning, concept	C5	27-2-24	27-2-24	T n chabra
72	L72	Nature of leadership	C5	28-2-24	28-2-24	T n chabra
73	L73	Leadership traits	C5	4-3-24	06-03-24	C B Gupta
74	L74	Importance of leadership in organisations	C5	5-3-24	11-03-24	C B Gupta
75	L75	Different styles of Leadership	C5	6-3-24	12-03-24	C B Gupta
76	L76	Essentials of leadership	C5	11-3-24	12-03-24	C B Gupta
77	L77	Advantages- Disadvantages of leadership	C5	12-3-24	13-03-24	C B Gupta
78	L78	Challenges during the process of Leadership	C5	13-3-24	13-03-24	C B Gupta
79.	L79	Revision class		14-3-24	14-03-24	C B Gupta
80.	L80	Revision class		15-3-24	17-03-24	
81.	L81	Revision class		16-3-24	18-03-24.	

Study material

Textbook:

Author- P.C Jain

Reference books:

Author – Prasad, L, M. (1995), Business Policy & Strategy, New Delhi: Sultan Chand & Sons.

SHRI MAHAVEER COLLEGE, JAIPUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

	Class/Section: BBA Part-II	
Course: BBA II	Year/ Section –II	Date:1-8-2023
Name of Faculty: Dr Minal Sharma	Name of Subject: Human Resource Management	

COURSE PLAN (Zero Lecture)

Session: 2023-24

1). **Name of Subject**: Human Resource Management.

2). **Self-Introduction**:

a). Name: Dr. Minal Sharma

b). Qualification: M.Com, M Phil,PhD

c). Designation: Assistant Professor

d). Research Area: Business Process Outsourcing

e). E-mail Id: meenal.hsharma@gmail.com

f). **Other details***:*

More than 9 years of teaching experience.

Many papers in National, International journals and Conferences

3) **Introduction of Students**: II year (BBA)

 Identifying and keeping records of students based on meritorious / weak in academics.

4). Instructional Language: 100% English

5). Introduction to subject: -

Human resource management is a management function concerned with hiring, motivating and developing workforce. It deals with people at work. Human Resource Management refers to the organizational function which includes practices that help the organization to deal effectively with its people during the various phases of the employment cycle. HRM is management function concerned with hiring, motivating, and maintaining people in an organization. It focuses on people in the organization.

a) *Relevance to Branch*:

Human resource management's relevance varies across sectors. Human resources management is a very important function in every organization. Without human resource management, companies would not be able to effectively recruit and retain employees, improve and enhance the organization, and they wouldn't be able to maintain a healthy, accepting workplace culture and environment. Human resources management is considered as the heart and soul of a business.

b) *Relevance to Society*:

Human resources management plays a vital role in the development of a society and a nation. The effective exploitation and utilization of a nation's natural, physical and financial resources require an efficient and committed manpower. HRM aims at providing fair job opportunities to talented youth of the society on the basis of their talent and potential. Effective management of human resources helps to speed up the process of economic growth which, in turn, leads to higher standards of living and fuller employment.

c) Relevance to Self:

Human Resource Management is centered around developing a strategic approach to find, train, recruit and retain the right professionals, for the right job, and at the right time, such that they become future leaders to further the organizational goals, keeping in mind the company's most important asset – IT'S PEOPLE. Human Resource Management not only helps students work on the theory but also enables them to discover their own style of managing people. It also provides a perfect platform to peruse career in in the field of HR.

d). Connection with Laboratory:

NA

Course Outcome of the course:

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remember	Defining the term Human resource management and understand the concept of managerial effectiveness.
CO – 02	Understand	Describe the conceptual knowledge of HR Planning and selection procedure in an organization.
CO – 03	Apply	Demonstrate various training techniques and its importance to the employees.
CO – 04	Evaluate	Analyze and evaluate the best suitable performance appraisal technique and leadership style.

SHRI MAHAVEER COLLEGE, JAIPUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

BBA II- Human Resource Management

Assignment-I

Note:- Attempt All Questions

Q1- Define Human Resource Management. Explain its significance in detail.

Q2- What is HR Planning? Describe the steps involved in its process.

Q3-What do you mean by career planning? Describe its importance in detail.

Q4- Define Motivation. Explain Maslow's need hierarchy theory in detail.

ATTAINMENT OF CO (Assignment) COMPONENT

CO-GAP IDENTIFICATIONS

COs	CO1	CO2	CO3	CO4
Target	3	3	3	3
Achieved	1.52	1.426	2	2.25
Gap	1.48	1.574	1	0.75

OVERALL CO ATTAINMENT TABLE

COs	CO1	CO2	CO3	CO4	
Attainment level as per rules set	1	2	3	4	
Average CO attainment through internal					

ATTAINMENT OF PO THROUGH CO (Assignment) COMPONENT

ATTAINMENT OF POs & PSOs

C	PO										P	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	1	3	2	-	-	2	1	-	2	3	1	2
CO2	2	1	-	2	1	1	1	2	-	2	2	1
CO3	2	2	2	1	2	1	1	3	1	2	2	2
CO4	1	1	1	2	1	2	1	2	-	1	2	1

PO GAP IDENTIFICATION

	P										PS	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	1.58	1.232	1.75	2.5	1.253	2.5	1.25	1.5	1.523	2.5	1.75	1.252
Gap	1.42	1.768	1.25	0.5	1.747	0.5	1.75	1.5	1.477	0.5	1.25	1.748

Gaps in CO through ASSIGNMENT component: Minor gap.

Action to be taken: Additional Lecture will be taken and Revision of the units will be done to bridge this gap.

SHRI MAHAVEER COLLEGE, JAIPUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

BBA – II YEAR

Human Resource Management

Assignment II

Note:- Attempt All Questions

Q1- What do you understand by Human Resource Management? Discuss its importance in today's organizations.

Q2-Describe the selection procedure used in modern organizations.

Q3-What do you mean by Training? Explain its essentials in detail.

Q4-What do you mean by Performance Appraisal? Describe its objectives.

ATTAINMENT OF CO (Assignment) COMPONENT

CO-GAP IDENTIFICATIONS

COs	CO1	CO2	CO3	CO4
Target	3	3	3	3
Achieved	2.5	1.232	2	1.25
Gap	0.5	1.768	1	0.75

OVERALL CO ATTAINMENT TABLE

COs	CO1	CO2	CO3	CO4	
Attainment level as per rules set	1	2	3	4	
Average CO attainment through internal					

ATTAINMENT OF PO THROUGH CO (Assignment) COMPONENT

ATTAINMENT OF POs & PSOs

C	PO										P	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	1	3	2	-	-	2	1	-	2	3	1	2
CO2	2	1	-	2	1	1	1	2	-	2	2	1
CO3	2	2	2	1	2	1	1	3	1	2	2	2
CO4	1	1	1	2	1	2	1	2	-	1	2	1

PO GAP IDENTIFICATION

	P										PS	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	1.5	2	1.534	2.5	2.324	2.5	2	2.567	1.756	2.564	1.75	1.25
Gap	1.5	1	1.466	0.5	0.676	0.5	1	0.433	1.244	0.436	1.25	0.75

Gaps in CO through ASSIGNMENT component: Minor gap. **Action to be taken:** Additional Lecture will be taken and Revision of the units will be done to bridge this gap.

Max.Time:3hrs. Max.Marks:100
NOTE:- Read the guidelines given with each part carefully.

		Marks	CO	BL	PO
	UNIT- I :(Attempt any one question) Max. Marks(20)				
Q.1	What do you understand by Human Resource Management? Explain the importance and limitations of Human Resource Management.	**20**	1		
Q.2	Explain new emerging trends in Human resource management.	**20**	2		
	UNIT- II: (Attempt any one question) Max. Marks(20)				
Q.3	Explain the selection procedure used in organizations.	**20**	2		
Q.4	Define HR Planning. Explain the steps involved in the process of Human resource Planning.	**20**	2		
	UNIT- III: (Attempt any one question) Max. Marks(20)				
Q.5	What is Training? Demonstrate its various techniques.	**20**	3		
Q.6	Define Career Planning. Discuss its significance in detail.	**20**	3		
	UNIT- IV: (Attempt any one question) Max. Marks(20)				
Q.7	What do you mean by Performance Appraisal? Explain its	**20**	2		

	essentials.					
Q.8	Define Executive Development. Describe its objectives.	**20**	2			
	UNIT- V: (Attempt any one question) Max. Marks(20)					
Q.9	What do you mean by Leadership? Analyze the required leadership traits.	**20**	4			
Q.10	What is Motivation? Explain Maslow's need hierarchy theory.	**20**	2			

ATTAINMENT OF CO (Pre University) COMPONENT

CO-GAP IDENTIFICATIONS

Overall CO Attainment for PO	CO1	CO2	CO3	CO4
Target	3	3	3	3
Achieved	2.5	1.232	2	1.25
Gap	0.5	1.768	1	0.75

OVERALL CO ATTAINMENT TABLE

COs	CO1	CO2	CO3	CO4	
Attainment level as per rules set	**1**	**2**	**3**	**4**	
Average CO attainment through internal					

ATTAINMENT OF PO THROUGH CO (Assignment) COMPONENT

ATTAINMENT OF POs & PSOs

C	PO						P

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO1	1	3	2	-	-	2	1	-	2	3	1	2
CO2	2	1	-	2	1	1	1	2	-	2	2	1
CO3	2	2	2	1	2	1	1	3	1	2	2	2
CO4	1	1	1	2	1	2	1	2	-	1	2	1

PO GAP IDENTIFICATION

	P										PS	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	1.5	2	1.534	2.5	2.324	2.5	2	2.567	1.756	2.564	1.75	1.25
Gap	1.5	1	1.466	0.5	0.676	0.5	1	0.433	1.244	0.436	1.25	0.75

Gaps in CO through ASSIGNMENT component: Minor gap.

Action to be taken: Additional Lecture will be taken and Revision of the units will be done to bridge this gap.

SHRI MAHAVEER COLLEGE, JAIPUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

Course: BBA	**Year/Section: 2nd**	**Date:1/8/23**
Name of Faculty: Dr. Minal Sharma	**Name of Subject : Human Resource Management**	**Code: BBA- II**

ATTAINMENT OF CO (RU) COMPONENT

CO: Human Resource Management	
Target	3
Achieved	2.75
Gap	0.25

Gaps in CO from University of Rajasthan component: The Gap is very much minor

Action to be Taken: Teaching strategy is ok and this gap can be covered by revision.

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

Course: BBA	**Year/Section: 2nd**	**Date:**
Name of Faculty: Dr Minal Sharma	**Name of Subject :Human Resource Management**	**Code: BBA-II**

COURSE OUTCOMES

After completion of course

CO1: Defining the term Human resource management and understand the concept of managerial effectiveness. (REMEMBER)

CO2:Describe the conceptual knowledge of HR Planning and selection procedure in an organization. (UNDERSTAND)

CO3:Demonstrate various training techniques and its importance to the employees. (APPLY)

CO4:Analyze and evaluate the best suitable performance appraisal technique and leadership style. (EVALUATE)

MAPPING OF CO WITH PO AND PSO

	After completion of course,	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO 10	PSO1	PSO2
CO1	Defining the term Human resource management and understand the concept of managerial effectiveness.	1	2	1	1	2	2	3	1	2	1	1	2
CO2	Describe the conceptual knowledge of HR Planning and selection procedure in an organization	2	3	1	2	1	3	1	2	2	2	1	1
CO3	Demonstrate various training techniques and its importance to the employees	1	2	1	2	3	1	1	1	2	2	1	3
CO4	Analyze and evaluate the best suitable performance appraisal technique and leadership style	3	2	1	1	2	1	2	2	2	2	3	2

PO Strongly Mapped:

PO1: Apply knowledge of management theories and practices to solve business problems

PO Moderately Mapped:

PO2: Foster analytical and critical thinking abilities for data-based decision-making.

PO3: Ability to develop value-based leadership ability.

PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.

PSO Moderately Mapped:

PSO-1: Exhibit strategic and pro-active thinking towards business decision-making.

SHRI MAHAVEER COLLEGE, JAIPUR
DEPARTMENT OF COMMERCE AND MANAGEMENT

PRE UNIVERSITY EXAMS: CO-ATTAINMENT LEVELS

Course Category	Level 3	Level 2	Level 1
A	60 % of students getting > 60% marks	50-60 % of students getting > 60% marks	40-50 % of students getting > 60% marks

END-TERM RU COMPONENT: CO-ATTAINMENT LEVELS

Course Category	Level 3	Level 2	Level 1
A	50 % of students getting > 60% marks	40-50 % of students getting > 60% marks	30-40 % of students getting > 60% marks

CO ATTAINMENT LEVELS FOR THEORY OF COMPUTATION

S. No.	Course Type	Attainment Level=1	Attainment Level=2	Attainment Level=3
1	**Theory Courses** Mid Semester Exams	40-50 % of students getting > 60% marks	50-60 % of students getting > 60% marks	60 % of students getting > 60% marks
2	**Theory Courses** University Exam	30-40 % of students getting > 60% marks	40-50 % of students getting > 60% marks	50 % of students getting > 60% marks
3	**Assignments/Unit Test**	40-50 % of students getting > 60% marks	50-60 % of students getting > 60% marks	60 % of students getting > 60% marks

CO WISE ASSESSMENT ACTIVITIES (AS MENTIONED IN SESSION PLAN)

CO	Activities			
	Class Test	Assignment	Mid 1	Mid 2
CO1	Yes	Yes	Yes	Yes
CO2	Yes	Yes	Yes	Yes
CO3	Yes	Yes	Yes	Yes
CO4	Yes	Yes	Yes	Yes

CO-PO/PSO MAPPING AND TARGETS

CO	PO									AVG	PSO	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	CO Targets	PSO1	PSO2
CO1	3	2	1	2	1	2	2	2	3	1	2	2
CO2	2	2	2	1	3	1	2	2	1	2	2	2
CO3	2	1	2	2	3	3	3	2	1	2	2	2
CO4	2	3	2	2	1	2	2	1	2	2	2	2

ACTIVITY WISE ASSESSMENT TOOLS

S.No.	Activity	Assessment Method	Tools	Weightage Marks	Recommendation
1.	Mid Term 1	Direct	Marks	50	For CO1,2,3,4
2.	Class Test	Direct	Marks	40	For CO1,2,3,4
3.	Assignment	Direct	Marks	20	For CO1,2,3,4,
4.	Mid Term 2	Direct	Marks	50	For CO1,2,3,4
Note that for every rubric you need to decide on assessment criteria, range of marks or weightage – above values are indicative					

SHRI MAHAVEER COLLEGE

Name of Faculty	**Dr. Minal Sharma**
Class- II Year	**BBA – II Year**
Course Name	**Human Resource Management**
Session	**2023-24**

COURSE OUTCOMES

After completion of course

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remember	Defining the term Human resource management and understand the concept of managerial effectiveness.
CO – 02	Understand	Describe the conceptual knowledge of HR Planning and selection procedure in an organization.
CO – 03	Apply	Demonstrate various training techniques and its importance to the employees.
CO – 04	Evaluate	Analyze and evaluate the best suitable performance appraisal technique and leadership style.

CO-PO/PSO MAPPING AND TARGETS

	After completion of course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO 10
CO1	Defining the term Human resource management and understand the concept of managerial effectiveness.	1	2	1	3	2	2	2	3	2	1
CO2	Describe the conceptual knowledge of HR Planning and selection procedure in an organization.	1	3	2	3	2	2	1	1	2	2

CO3	Demonstrate various training techniques and its importance to the employees.	1	2	1	3	2	2	1	2	2	1
CO4	Analyze and evaluate the best suitable performance appraisal technique and leadership style.	2	3	2	2	1	2	1	1	1	2

Level of course

Course Category	Level3	Level2	Level1
A	60% of students getting >60% marks	50-60% of students getting >60% marks	40-50% of students getting >60% marks

ACTIVITY WISE ASSESSMENT TOOLS

Sr. No.	Activity	Assessment Method	Tools	Weightage Marks	Recommendation
1.	MidTerm1	Direct	Marks	60	For CO1-CO4
2.	Class Test	Direct	Marks	40	For CO1-CO4
3.	Assignment	Direct	Marks	20	For CO1-CO4

CO:. Human Resource Management			
	Activities	Midterm-I	RU exam
Target	3	3	3
Achieved	2.5	1.5	2
Gap	0.5	1.5	1

Overall COs wise Attainment
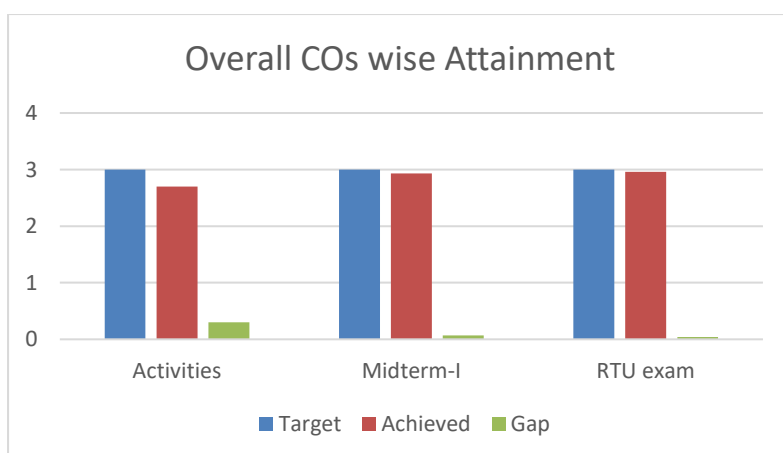
Gaps Identified:
Describe what the reasons for gaps are

1. Short attendance
2. Short duration of semester

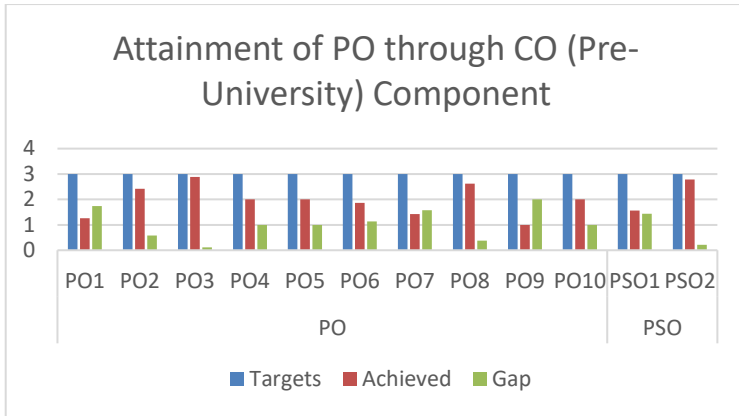**Activities decided to bridge the gap**

1. Give the basic knowledge to the students
2. provide extra study material

POs and PSOs GAP IDENTIFICATION

Attainment of PO through CO(Assignment) Component												
3CS4-06	**PO**											**PSO**
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	1.472	2.56	2.24	3	1.5	2.72	2.12	2	1.624	2.229	2	2
Gap	1.528	0.44	0.76	0	1.5	0.28	0.88	1	1.376	0.771	1	1

Attainment of PO through CO (Pre-University) Component												
3CS4-06	**PO**											**PSO**
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	1.262	2.42	2.89	2	2	1.86	1.424	2.62	1	2	1.565	2.78
Gap	1.738	0.58	0.11	1	1	1.14	1.576	0.38	2	1	1.435	0.22

Attainment of PO through CO (RU) Component												
3CS4-06	**PO**											**PSO**
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
Targets	3	3	3	3	3	3	3	3	3	3	3	3
Achieved	2.45	1.456	2.67	1.98	2.76	1.345	2.679	2.876	2.895	2.45	1.98	2.87
Gap	0.55	1.544	0.33	1.02	0.24	1.655	0.321	0.124	0.105	0.55	1.02	0.13

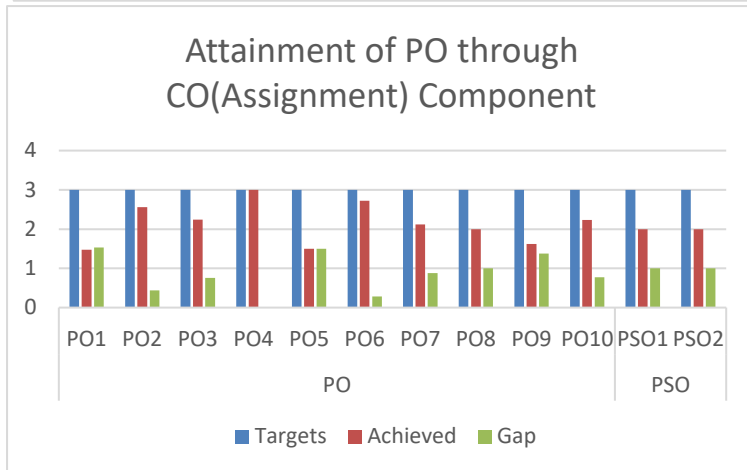Attainment of PO through CO (Pre-University) Component

Gaps Identified:
Describe what the reasons for gaps are

1. Observed the mistakes in the assignment

Activities decided to bridge the gap
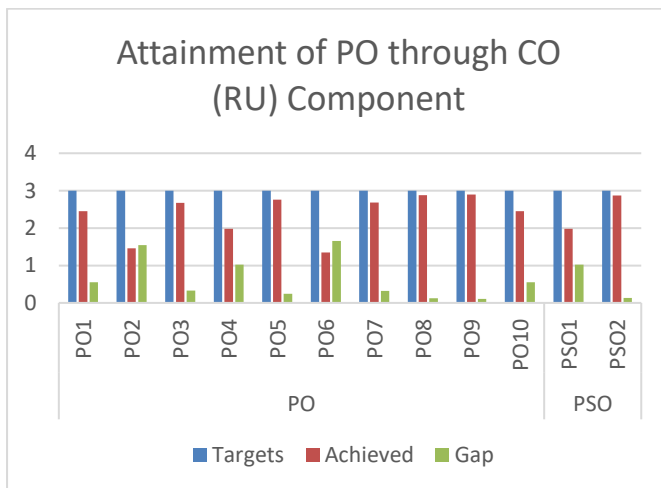
1. Discussed assignment in class

Attainment of PO through CO(Assignment) Component

Gaps Identified:
Describe what the reasons for gaps are
1.some concepts are weak

Activities decided to bridge the gap

1. Took the extra classes
2. Discuss the problems in class

Attainment of PO through CO (RU) Component

Gaps Identified:
Describe what the reasons for gaps are

1. Minor gap identified

Activities decided to bridge the gap

1. After taking extra classes or solve the problems of the students all major gaps are rectified.

Overall Comments :. I observed that some basic concepts are not cleared so in future I will give more focus on basic concepts and explain them . Some topic are hard so will take more lectures on that topics.

****