



Bachelor of Commerce (B.Com.)
Semester - II

Course Code	UB02 MACOM 02	Title of the Course	Business Management-II (HRM)
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1. To understand the abilities of a person for further growth and development
	2. To impart the knowledge of an equitable wage and salary system.
	3. Explain the theories behind how incentive plans motivate employees
	4. To enhance the knowledge of the factors which cause the grievance, discontent and labour unrest in the organisation and to restore the cordial Industrial Relation in the company by removing those causes in 'tim

Course Content		
Unit	Description	Weightage (%)
1.	Performance Appraisal Concept, Objectives and uses of performance appraisal, developing a performance appraisal programme, potential counselling and performance appraisal, performance appraisal methods. Common errors in performance appraisal, issues in Performance Appraisal, Effective performance	25 %
2.	Wage and Salary Administration: Basic concepts: minimum wage, need based wage, fair wage, living wage, Objectives of wage and salary administration, factors affecting wage and salary administration, Types of wage payment system, process of wage determination. Job evaluation: meaning, objectives, quantitative and non-quantitative methods of job evaluation.	25 %
3.	Wage Incentives: Meaning, objectives, essential of a sound incentive plan, types of wage incentive plans, brief idea of profit sharing, labour co-partnership and fringe benefits	25 %
4.	Discipline and Grievance: Nature of discipline, types of discipline, causes of indiscipline, principles and procedure for disciplinary action, Essential of good disciplinary system, code of discipline. Meaning of grievance, sources of grievances, grievance Redressed machinery.	25 %





Teaching-Learning Methodology	<ul style="list-style-type: none">• LectureMethod• OnlineLectures• GroupDiscussion
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having Completed this course, the students will be able to	
1.	Evaluate the performance of employees systematically.
2.	Analyse, interpret and satisfy the needs of the employees.
3.	Compare and contrast the relative merits of the different types of group-level incentive plans.
4.	Understand the significance of good disciplinary system and Grievance Redressal Mechanism.

Suggested References	
Sr. No.	References
1	Personnel Management By Flippo Edwin B
2	Human Resource and Personnel Management By William B. Werther Jr and Davis Keith.
3	Personal Management By Mamoria C.B
4	Human Resource Management By C.B. Gupta

On-line resources to be used if available as reference material
On-line Resources
https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384

