

SARDAR PATEL UNIVERSITY
Programme: BBA (Information Technology Management)
Semester: VI
Syllabus with effect from: November/December-2013

Paper Code:UM06EBBI05	Total Credit:3
Title Of Paper: Practices of Human Resource Management	

Unit	Description in detail	Weighting (%)
I	Promotion. Demotion and Transfer Promotion: Meaning, policies and procedure Demotion: Meaning and Causes Transfer: Meaning, procedure, policies	25%
II	Compensation. Employee Safety and Health Concept ; Purpose ; Influencing Factors ; Minimum, Fair and Living Wages Rewards and Incentives: Meaning and Types of rewards, Wage Incentives. Industrial Accident and Injury Causes of Accident Accident Prevention Statutory provision of safety in India.	25 %
III	Performance Appraisal Concept, Objectives and Importance Approaches and Techniques: Traditional Methods: Graphic Method, Forced Distribution, Critical Incident and Group Appraisal, Demerits of Traditional methods. Modern Techniques: MBO and Assessment Centre, problems of appraisal, and Ethics of Appraisal.	25 %
IV	Industrial Relations. Bargaining and Negotiation Skills Industrial Relations: Meaning, Parties and Requisites of good and healthy Industrial Relations. Trade Union: Concept, Functions and Role of Trade Union in India. Grievance, Unrest and Disputes: Causes and Machinery to resolve industrial disputes. Collective Bargaining: Concept and Importance	25 %

Basic Text & Reference Books:-

- C B Mamoria & S V Ganker: Personnel Management, Himalaya Publishing House, Mumbai.
- C B Gupta: Human Resource Management, Sultan Chand & Sons, New Delhi.
- P Subba Rao: Personnel and Human Resource Management, Himalaya Publishing House, Mumbai.

