

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: III
Syllabus with effect from : JUNE 2019

Paper Code: UB03DCOM27	Total Credit: 3
Title Of Paper: Human Relations	

Unit	Description in detail	Weighting (%)
1	Nature and scope of Human Relation Concept, objective and scope of Human Relation Human Relation as an Inter-disciplinary approach Importance of Human Relation to business management Improvement in Human relation	25 %
2	Employee Morale and Motivation Definition, concept and characteristics of morale Factor affecting morale Improving morale Meaning, importance and types of motivation	25 %
3	Employees Grievances Meaning ,features and causes of grievances Grievances procedure Grievance handling machinery	25 %
4	Employee Discipline Meaning, features, objectives of employee discipline Meaning and causes of indiscipline Disciplinary action and its types Guidelines and procedure for disciplinary action.	25 %

Basic Text & Reference Books

- Personnel Management by S. V. Gankar and C.B.Memoria
- Human Resource Management by S.S. khnka
- Human Resource Management by K. Aswasthppa
- Personnel and Human Resource Management by P. Subha Rao

