

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2011

Paper Code: UB01ECOM07	Total Credit: 3
Title Of Paper: Personnel Management-I	

Unit	Description in detail	Weighting (%)
1	Procurement Function Human Resource Planning: Concept, Process and Importance. Recruitment: Meaning and sources. Selection: concept and procedure Induction: concept and procedure	25 %
2	Development Function Concept of Employee training and Management development, Difference between training and development, Importance of training, Training Methods (on the job and off the job training methods), Executive Development: concept, Importance & methods.	25 %
3	Compensation Function Wage and salary administration: objectives, principles and influencing factors, Methods of wage payments, Theory of wages, Incentive: types, ideal wage plan, Job evaluation: concept and methods.	25 %
4	Integration and Maintenance Function Employee health and safety: Meaning and Importance of Health, statutory provisions of employee safety, Occupational Hazards and Diseases, Statutory provisions concerning Health, safety measures and programmes. Employees welfare: meaning, significance, statutory provisions of employee welfare. (Any Two cases related to above four units must be taught)	25 %

Basic Text & Reference Books

- Human Resource Management by S.S Khanka
- Human Resource Management by C.B. Gupta
- Personnel Management by C.B. Mamoria and S.V. Gankar
- Human Resource and Personnel Management by K. Aswathappa
- Personnel and Human Resource Management by P. Subba Rao.

