

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

<b>Paper Code:</b> UB01ECOM08	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> Personnel Management-II	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Human Resource Development</b> Concept, Difference between HRM and HRD, Objectives, Mechanism of HRD, Significance of HRD, HRD in Indian Industry, Principles of HRD	<b>25 %</b>
<b>2</b>	<b>Promotion, Transfer and Absenteeism</b> Concept & types of promotion, Basis of Promotion, Promotion policy & practice in India Transfer : need, types, policy Absenteeism: concept and reasons	<b>25 %</b>
<b>3</b>	<b>Grievance Handling</b> Meaning and Definition of Grievance, Causes or Sources of Grievance, Need of Grievance procedure, Grievance procedure, Grievance Redressal Machinery	<b>25 %</b>
<b>4</b>	<b>International HRM</b> Concept of globalization, Impact of globalization on HRM, Model of international HRM, Distinction between domestic and international HRM, International HR practices with reference to Recruitment, Selection, Training and Compensation. (Any Two cases related to above four units must be taught)	<b>25 %</b>

**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.

