

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

<b>Paper Code:</b> UB01ECOM10	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> Business Management-II	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Performance Appraisal:</b> Concept, objectives and uses of performance appraisal, developing a performance appraisal programme. A brief idea of traditional and modern appraisal methods. Common errors in performance appraisal.	<b>25 %</b>
<b>2</b>	<b>Wage and Salary Administration:</b> 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 evolution: meaning, objectives, quantitative and non-quantitative methods of job evolution.	<b>25 %</b>
<b>3</b>	<b>Wage Incentives:</b> Meaning, objectives, essential of a sound incentive plan, types of wage incentive plans, brief idea of profit sharing, labour co-partnership and fringe benefits.	<b>25 %</b>
<b>4</b>	<b>Discipline and Grievance:</b> 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.	<b>25 %</b>

**Basic Text & Reference Books**

- Personnel Management By Flippo Edwin B.
- Human Resource and Personnel Management By William B. Werther Jr and Davis Keith.
- Personal Management By Mamoria C.B.
- Human Resource Management By C.B.Gupta.

