

SARDAR PATEL UNIVERSITY
Programme : B.Com.
Semester : I
Syllabus with effect from : June 2018

Paper Code :UB01DCOM27	Total Credit : 3
Title of Paper :Personnel Management-I	

Objectives: The Objectives of the course is to acquaint students with Procurement, Development, Compensation and Integration and Maintenance Function.

Unit	Description in Detail	Weighting(%)
1	Procurement Function Human Resource Planning : Concept, Process & Importance. Recruitment : Meaning & Sources Selection : Concept & Procedure Induction : Concept & Procedure	25%
2	Development Function Concept Of Employee Training & Management Development ,Difference between Training & Development, Importance of Training, Training Methods(On the Job & Off the Job) Executive Development : Concepts, Importance & Methods.	25%
3	Compensation Function Wage and Salary Administration : Objectives, Principles & Influencing Factors, Methods Of wage Payment, Theory of Wages Incentive : Types, Ideal wage Plan, Job Evaluation : Concept & Methods	25%
4	Integration and Maintenance Function Employee Health Safety : Meaning & Importance of health, Statutory provisions of Employee safety, Occupational Hazards & Diseases, Statutory Provisions Concerning Health, Safety Measures and Programmes Employee Welfare : Meaning, Significance, Statutory Provisions of Employee Welfare.	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. SubbaRao.
- Essentials of Human Resource Management & Industrial Relations By p.SubbaRao