

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

Paper Code :UB01DCOM28	Total Credit: 3
Title of Paper :Personnel Management-II	

Objectives: The Objectives of the course is to acquaint students with the techniques and principles to manage human resources of an organisation.

Unit	Description in Detail	Weighting(%)
1	Human Resource Development Concept, Difference Between HRM & HRD, Objectives, Mechanism of HRD, Significance of HRD, HRD in Indian Industry, Principles of HRD	25%
2	Promotion, Transfer and Absenteeism Concept & Types Of Promotion, Basis Of Promotion, Promotion Policy and Practice in India Transfer : Need, Types, Policy Absenteeism : Concept and Reason	25%
3	Grievance Handling Meaning and Definition of Grievance, Cause or Sources of Grievance, Need of Grievance Procedure, Grievance Redressal Machinery	25%
4	International HRM 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& Compensation.	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