

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From: June-2018

Paper Code: UB01DCOM31	Total Credit: 3
Title Of Paper: Business Management – I	

Objective: The objective of the course is to acquaint students with the techniques and principles to manage human resource of an Organisation.

Unit	Description of Detail	Weighting(%)
I	Human Resource Management: HRM its evolution, meaning, importance, objectives, functions, human resource department, its organization. Role, status and competences of HR manager, challenges of HRM.	25%
II	Human Resource Planning: Concept, objectives and significance of job-analysis, job analysis process-job description, job specifications, concept of human resource planning, need and importance, process of human resource planning and problems in human resource planning.	25%
III	Recruitment and Selection: Recruitment-Meaning, factors affecting recruitment decision, recruitment process, selection-Inputs of selection, selection process-tests and interviews, placement and induction. Job changes-transfer, promotion, demotion and separation.	25%
IV	Training and Development: Training and Development-concept and importance, objectives, techniques and problems.	25%

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.
- Human Resources Management – By S. S. Khan