

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

Paper Code:UB01DCOM32	Total Credit:3
Title Of Paper: Business Management – II	

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	Performance Appraisal 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	25%
II	Wage and Salary Administration: Basic concepts: minimum wage, need based wage, fairwage, 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.	25%
III	Wage Incentives: Meaning, objectives, essential of a sound incentive plan, types of wage incentive plans, brief idea of profit sharing, labour co-partnership and fringe benefits.	25%
IV	Discipline and Grievance: 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.	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.