

**SARDAR PATEL UNIVERSITY**  
**B.Com. Semester : I**  
**Syllabus with effect from : June 2019**

<b>Paper Code :UB01DCOM57</b>	<b>Total Credit : 3</b>
<b>Title of Paper :Personnel Management-I</b>	

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

<b>Unit</b>	<b>Description in Detail</b>	<b>Weighting(%)</b>
<b>1</b>	<b>Procurement Function</b> Human Resource Planning : Concept, Process & Importance. Recruitment : Meaning & Sources Selection : Concept & Procedure Induction : Concept & Procedure	<b>25%</b>
<b>2</b>	<b>Development Function</b> 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.	<b>25%</b>
<b>3</b>	<b>Compensation Function</b> Wage and Salary Administration : Objectives, Principles & Influencing Factors, Methods Of wage Payment, Theory of Wages Incentive : Types, Ideal wage Plan, Job Evaluation : Concept & Methods	<b>25%</b>
<b>4</b>	<b>Integration and Maintenance Function</b> 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.	<b>25%</b>

**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

