

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

<b>Paper Code :UB01DCOM58</b>	<b>Total Credit: 3</b>
<b>Title of Paper :Personnel Management-II</b>	

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