

SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-I		
Course Code UB01DCOM77	Course Title Personnel Management-I	Total Credit 3
Course Objectives	The Objectives of the course is to acquaint students with Procurement, Development, Compensation and Integration and Maintenance Function.	

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

*Units will have the same Weightage in the evaluation as suggested in the course outline.

Teaching-Learning Methodology	<ul style="list-style-type: none"> ● Lecture Method ● Online Lectures ● Group Discussion
--------------------------------------	---

Evaluation Pattern		
Sr.No.	Details of the Evaluation	Weightage
1.	Internal/Written Examination	15%
2.	Internal Continuous Assessment in the form of Practical , Viva-Voce, Quizzes, Seminars, Assignments, Attendance	15%
3.	University Examination	70%

* Students will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to	
1.	After Completion of the course, student will learn the: <ul style="list-style-type: none"> • Procurement Function • Development Function • Compensation Function • Integration and Maintenance Function

Suggested References:	
Sr. No	References
1.	KotlerP, Kevin Keller & Jha., 2007, Marketing Management, Analysis, Planning, Implementation & Control, Prentice Hall, New Delhi.
2.	Kotler P, 2004, Understanding foundations of Marketing Management, Analysis, Planning, Implementation & Control, Prentice Hall, New Delhi.
3.	Ramaswamy V. S. & Namakumari. S., 2008. Marketing Management, Macmillan; Mumbai.
4.	Belch .G. E. & Belch M. A., 2007, Advertising & Promotion - An Integrated Marketing Communications Perspective., Tata McGraw Hill, New Delhi.
5.	Lancaster G. & Jobber D., 2004, Selling & Sales Management; Macmillan India Ltd; Mumbai
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/240	