

SARDAR PATEL UNIVERSITY

B.COM. (BUSINESS STUDIES) SEMESTER-I		
Course Code UB01DCOM78	Course Title Personnel Management-II	Total Credit 3
Course Objectives	The Objectives of the course is to acquaint students with the techniques and principles to manage human resources of an organization.	

Course Description		
Unit	Description	Weightage
1.	Human Resource Development Concept, Difference Between HRM & HRD, Objectives, Mechanism of HRD, Significance of HRD, HRD in Indian Industry, Principles of HRD	25%
2.	Promotion, Transfer and Absenteeism Concept & Types Of Promotion, Basis Of Promotion, Promotion Policy and Practice in India Transfer : Need, Types, Policy Absenteeism : Concept and Reason	25%
3.	Grievance Handling Meaning and Definition of Grievance, Cause or Sources of Grievance, Need of Grievance Procedure, Grievance Redressal Machinery	25%
4.	International HRM 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.	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
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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.	Learn about Human Resource Development
2.	Get familiarity with concepts like Promotion, Transfer and Absenteeism
3.	Learn about Grievance Handling
4.	Get to know about latest developments in International HRM

Suggested References:	
Sr. No	References
1.	Human Resource Management by S. S. Khanka
2.	Human Resource Management by C. B. Gupta
3.	Personnel Management by C. B. Mamoria and S. V. Gankar
4.	Human Resource and personnel management by K. Aswathappa
5.	Personnel and Human Resource Management by P. SubbaRao
6.	Essentials of Human Resource Management & Industrial Relations By p.SubbaRaos
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/240	