

## SARDAR PATEL UNIVERSITY

<b>B.COM. (BUSINESS STUDIES) SEMESTER-I</b>		
<b>Course Code</b> UB01DCOM82	<b>Course Title</b> <b>Business Management – II</b>	<b>Total Credit</b> <b>3</b>
<b>Course Objectives</b>	The objective of the course is to acquaint students with the techniques and principles to manage human resource of an Organization.	

<b>Course Description</b>		
<b>Unit</b>	<b>Description</b>	<b>Weightage</b>
<b>1.</b>	<b>Performance Appraisal</b> 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	<b>25%</b>
<b>2.</b>	<b>Wage and Salary Administration:</b> Basic concepts: minimum wage, need based wage, fair wage, 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.	<b>25%</b>
<b>3.</b>	<b>Wage Incentives:</b> Meaning, objectives, essential of a sound incentive plan, types of wage incentive plans, brief idea of profit sharing, labour co-partnership and fringe benefits	<b>25%</b>
<b>4.</b>	<b>Discipline and Grievance:</b> 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.	<b>25%</b>

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

<b>Teaching-Learning Methodology</b>	<ul style="list-style-type: none"> <li>● Lecture Method</li> <li>● Online Lectures</li> <li>● Group Discussion</li> </ul>
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<b>Evaluation Pattern</b>		
<b>Sr.No.</b>	<b>Details of the Evaluation</b>	<b>Weightage</b>
<b>1.</b>	Internal/Written Examination	<b>15%</b>
<b>2.</b>	Internal Continuous Assessment in the form of Practical , Viva-Voce, Quizzes, Seminars, Assignments, Attendance	<b>15%</b>
<b>3.</b>	University Examination	<b>70%</b>

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

<b>Course Outcomes: Having Completed this course, the students will be able to</b>	
<b>1.</b>	Learn about Performance Appraisal
<b>2.</b>	Get an idea about Wage and Salary Administration
<b>3.</b>	Get insights of Wage Incentive system
<b>4.</b>	Learn the aspects of Discipline and Grievance

<b>Suggested References:</b>	
<b>Sr. No</b>	<b>References</b>
<b>1.</b>	Personnel Management By FlippoEdwin B
<b>2.</b>	Human Resource and Personnel Management By William B.WertherJr and DavisKeith.
<b>3.</b>	PersonalManagementByMamoriaC.B
<b>4.</b>	HumanResourceManagementByC.B.Gupta
<b>On-Line Resources available that can be used as Reference Material</b>	
<a href="https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384">https://ugcmoocs.inflibnet.ac.in/view_module_pg.php/384</a>	