

**SARDAR PATEL UNIVERSITY**  
**Programme: BCOM**  
**Semester: II**  
**Syllabus with effect from : November 2011**

<b>Paper Code:</b> UB02CCOM01	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> Principles of Human Resource Management	

Unit	Description in detail	Weighting (%)
<b>1</b>	<b>Human Resource Management</b> <b>HRM:</b> meaning, Objectives, Functions <b>HR Policies:</b> meaning and development <b>Human Resource Planning:</b> concept, process, Job Descriptions vs. Job Specification.	<b>25 %</b>
<b>2</b>	<b>Recruitment, Selection and Employees Training</b> <b>Recruitment:</b> meaning and sources <b>Selection:</b> concept, process <b>Employees Training:</b> concept, Importance and techniques(on the job & off the jobs)	<b>25 %</b>
<b>3</b>	<b>Performance Appraisal and compensations system</b> <b>Performance appraisal:</b> concept, importance <b>Traditional Methods:</b> Paired Comparisons and Check list <b>Modern Method:</b> MBO,360 Degree <b>Compensation System:</b> concept, objective of compensation program, factor affecting compensation, types of wages	<b>25 %</b>
<b>4</b>	<b>Industrial Relation</b> <b>Industrial relation :</b> meaning, parties, importance <b>Trade Union:</b> Functions and problems <b>Industrial Dispute:</b> Meaning, causes and preventive machinery <b>Collective bargaining:</b> meaning, types and process.	<b>25 %</b>

**Basic Text & Reference Books**

- Personnel Management by C B Memoria and S V Gankar
- Human Resource Management by C B Gupta
- Text and Cases of Human Resource Manament by P Subba Roa
- Human Resource and Personnel Management by K Aswathappa
- Human Resources Management by S S Khanka

