SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Programme: B.COM   Semester: III
Syllabus with effect from the Academic Year: 2022-2023

B.COM. SEMESTER-III		
Paper Code **UB03DCOM77**	**Title of the Paper** **Human Relations**	**Total Credit** **3**
Course Objectives	Making student ready in the area of Human Relation by imparting knowledge in the subject area	

Course Description		
Unit	**Description**	**Weightage**
1.	**Nature and scope of Human Relation** Concept, objective and scope of Human Relation Human Relation as an Inter-disciplinary approach Importance of Human Relation to business management Improvement in Human relation	25%
2.	**Employee Morale and Motivation** Definition, concept and characteristics of morale Factor affecting morale Improving morale Meaning, importance and types of motivation	25%
3.	**Employees Grievances** Meaning ,features and causes of grievances Grievances procedure Grievance handling machinery	25%
4.	**Employee Discipline** Meaning, features, objectives of employee discipline Meaning and causes of indiscipline Disciplinary action and its types Guidelines and procedure for disciplinary action.	25%

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

Teaching-Learning Methodology	• Lecture Method • Online Lectures • Group Discussion • Practical Problem Solving

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
• Learn about Human Relations
• Develop sense about Morale
• Understand and Resolve Grievances
• Get an idea about Employee Discipline

Suggested References: (include Reference Material from where a student is expected to study the said content in APA Style) Reference Websites can also be included)	
Sr. No	**References**
1.	Personnel Management by S. V. Gankar andC.B.Memoria
2.	Human Resource Management by S.S.khnka
3.	Human Resource Management by K.Aswasthppa
4.	Personnel and Human Resource Management by P. SubhaRao
On-Line Resources available that can be used as Reference Material	
https://ugcmoocs.inflibnet.ac.in/view_module_ug.php/139	