

SARDAR PATEL UNIVERSITY
Programme & Subject: B.Com (Honours)
(3 Years)
Semester: II
Syllabus with effect from: December - 2015

Paper Code: UB02CCOH01	Total Credit: 3
Title Of Paper: HRM for Services	

Unit	Description in Detail	Weightage (%)
I	(A) Human Resource Management Nature & Concept of Human Resource Management Importance of HRM Scope and functions of HRM (B) Human Resource Planning Concept of HRP Process HRP Job Analysis, Job Description and Job Specification (Concepts only)	25%
II	(A) Recruitment and Selection Meaning & Concept of Recruitment & Selection Sources of Recruitment Selection Process (B) Training and Executive Development Meaning & Concept of Training & Executive Development Importance of Training Methods of Training and Executive Development (on the job and off the job) Difference between Training & Executive Development	25%
III	(A) Performance Appraisal and Compensations System Meaning & Concept Performance Appraisal Importance of Performance Appraisal Traditional Methods: Paired Comparisons and Check List Modern Methods: MBO, 360 Degree (B) Compensations System Concept Objective of Compensation Program Factor Affecting Compensation Types of Wages	25%
IV	Contemporary issues in HRM Employer's Brand Dual career groups Virtual organization and HRM Work Life Balance Whistle policy Diversity Management	25%

Basic Text & Reference Books:-

- Personnel Management by C B Memoria and S V Gankar
- Human Resource Management by C B Gupta
- Essentials of Human Resource Managment and industrial relation .by P Subba Roa
- Human Resource and Personnel Management by K Aswathappa
- Human Resources Management by S S KhankaSSSSSS

