

**SARDAR PATEL UNIVERSITY**  
**PROGRAMME: B.COM. (HONS') (3 Years)**  
**(International Accounting and Corporate Banking & Insurance)**  
**(Under Choice Based Credit System Based on UGC Guidelines)**  
**Syllabus with effect from: December-2018**

**Semester: II**

<b>Paper Code: UB02CCOH21</b>	<b>Total</b>
<b>Title of Paper: Human Resource Management For Services</b>	<b>Credits: 3</b>
<b>Objective :</b> The objective of this course is to acquaint students with the techniques and principles to manage human resource of an organisation.	

Unit No.	Description in Detail	Weightage
1	<p><b>(A) Human Resource Management</b></p> <ul style="list-style-type: none"> <li>• Nature &amp; Concept of Human Resource Management</li> <li>• Importance of HRM</li> <li>• Scope and functions of HRM</li> </ul> <p><b>(B) Human Resource Planning</b></p> <ul style="list-style-type: none"> <li>• Concept of HRP</li> <li>• Process HRP</li> <li>• Job Analysis, Job Description and Job Specification (Concepts only)</li> </ul>	25%
2	<p><b>(A) Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Recruitment &amp; Selection</li> <li>• Sources of Recruitment</li> <li>• Selection Process</li> </ul> <p><b>(B) Training and Executive Development</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept of Training &amp; Executive Development</li> <li>• Importance of Training</li> <li>• Methods of Training and Executive Development (on the job and off the job)</li> <li>• Difference between Training &amp; Executive Development</li> </ul>	25%
3	<p><b>(A) Performance Appraisal and Compensations System</b></p> <ul style="list-style-type: none"> <li>• Meaning &amp; Concept Performance Appraisal</li> <li>• Importance of Performance Appraisal</li> <li>• Traditional Methods: Paired Comparisons and Check List</li> <li>• Modern Methods: MBO, 360 Degree</li> </ul> <p><b>(B) Compensations System</b></p> <ul style="list-style-type: none"> <li>• Concept</li> <li>• Objective of Compensation Program</li> <li>• Factor Affecting Compensation</li> <li>• Types of Wages</li> </ul>	25%
4	<p><b>Contemporary issues in HRM</b></p> <ul style="list-style-type: none"> <li>• Employer's Brand</li> <li>• Dual career groups</li> <li>• Virtual organization and HRM</li> <li>• Work Life Balance</li> <li>• Whistle policy</li> <li>• Diversity Management</li> </ul>	25%

**Evaluation : Internal : 40 Marks (Theory)**  
**: External: 60 Marks (Theory) – Two Hours Examination**

**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 Khanka