

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-2019

Semester: II

Paper Code: UB02CCOH51	Total
Title of Paper: Human Resource Management For Services	Credits: 3
Objective : 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>(A) Human Resource Management</p> <ul style="list-style-type: none"> • Nature & Concept of Human Resource Management • Importance of HRM • Scope and functions of HRM <p>(B) Human Resource Planning</p> <ul style="list-style-type: none"> • Concept of HRP • Process HRP • Job Analysis, Job Description and Job Specification (Concepts only) 	25%
2	<p>(A) Recruitment and Selection</p> <ul style="list-style-type: none"> • Meaning & Concept of Recruitment & Selection • Sources of Recruitment • Selection Process <p>(B) Training and Executive Development</p> <ul style="list-style-type: none"> • 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%
3	<p>(A) Performance Appraisal and Compensations System</p> <ul style="list-style-type: none"> • Meaning & Concept Performance Appraisal • Importance of Performance Appraisal • Traditional Methods: Paired Comparisons and Check List • Modern Methods: MBO, 360 Degree <p>(B) Compensations System</p> <ul style="list-style-type: none"> • Concept • Objective of Compensation Program • Factor Affecting Compensation • Types of Wages 	25%
4	<p>Contemporary issues in HRM</p> <ul style="list-style-type: none"> • Employer's Brand • Dual career groups • Virtual organization and HRM • Work Life Balance • Whistle policy • Diversity Management 	25%

Reference Books:

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