

SARDAR PATEL UNIVERSITY
Programme: Bachelor of Vocation (Banking and Financial Services)
Semester: IV
Syllabus with effect from: December 2015

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| Paper Code: UB04FBVB01 | Total Credits: 3 |
| Title Of Paper: Human Resource Management – II | |

| Unit | Description in detail | Weightage (%) |
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| 1 | Managing Performance and Compensation Performance Appraisal: Concept of Performance Appraisal Objectives of Performance Appraisal Importance of Performance Appraisal Techniques of Performance Appraisal- a) MBO b) BARS a) Checklist b) Paired Comparison Limitations of Performance Appraisal Compensation: Concept of Compensation Types of Compensation Factors affecting Compensation | 25% |
| 2 | Maintaining and Retaining Human Resources Promotion: Concept & Basis for Promotion Promotion Policy Transfer: Concept of Transfer Need & Objectives of Transfer Types of Transfer Transfer Policy | 25% |
| 3 | Integrating Human Resources Industrial Relations: Concept of Industrial Relations Objectives of Industrial Relations Approaches to Industrial Relations Causes of poor Industrial Relations Measures for improving Industrial Relations Industrial Disputes: Meaning & Definition of Industrial Disputes Causes of Industrial Disputes Prevention of Industrial Disputes | 25% |
| 4 | Occupational Health and Safety Concept of Occupational Health Significance of Occupational hazards and diseases Issues in Employee Health & Safety Employee safety Significance of Industrial Safety | 25% |



Basic Text & Reference Books:

- K. Aswathappa, “Human Resource Management – Text & Cases”, Tata McGraw Hill, Companies, New Delhi, 7th Reprint 2008.
- L. M. Prasad, “Organisational Behaviour”, Sultan Chand and Sons, New Delhi, 4th Edition – Reprint 2008.
- P. Subba Rao, “Personnel and Human Resource Management – Text and Cases”, Himalaya Publishing House, Mumbai, 5th Edition 2010.
- S. S. Khanka, “Human Resource Management- Text and Cases”, Sultan Chand and Sons, New Delhi, First Edition – Reprint 2008.
- S. V. Ganakar and C. B. Mamoria, “Personnel Management: Text and Cases,” Himalaya Publishing House, Mumbai, 28th Edition 2008.
- Vikas Arora & Seema Arora, “ Human Resource Management”, Global Vision Publishing House, New Delhi, First Edition – 2011.

Note: Latest Edition of Text books may be used.

