

**POST GRADUATE DEPARTMENT OF EXTERNAL COURSE  
M.COM (FINAL)  
SUBJECT: HRM Paper-1**

Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
1.	Human Resource	Evolution, past-present Development Of HRM In India.	Essentials Of HRM and Industrial Relation By- Dr .P. Subbarao 2 <sup>nd</sup> revised reprint 2005,.	51 to 57	Refer English Medium book	
		HRM Process	Himalaya Publishing House Mumbai “ Personal Mgt.” By- Dr.C.B. Mumoria 23 <sup>rd</sup> Edition-2003	23 to 25	Refer English Medium book	
		Recent Trends, Future Prospects, Emerging Aspect Of HRM.	Himalaya Publishing House, Mumbai P.SUBBARAO	698 to 740	Refer English Medium book	
2.	Human Resource Recruitment	Recruitment Process Importance & Use Of Written Trets Sources Of Recruitment Modern Traditional	Mamoria, Mamoria Subbarao Subbarao	185 to 214 216 to 221 167 to169 148 to 149	Refer English Medium book	
		Limitations of Recruitment (Personal interview)	Mamoria,	240 to 242	Refer English Medium book	

Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
3.	Training	Training and Development Concept and importance, Training Process, Improving Effectiveness of Training .	Mamoria	277 to 280	Refer English Medium book	
			Mamoria	288 to 294		
			Mamoria	309 to 312		
		Training Techniques (On the Job, Off The Job) Sources Of Training Available In India (Programme, Organizing Agencies In India )	Mamoria	297 to 307	Refer English Medium book	
			Mamoria	350 to 351		
Training For International Assignment	Subbarao	298 to 299	Refer English Medium book			
4.	Performance Appraisal	Meaning Of P.A. & History	Mamoria	361 to 364	Refer English Medium book	
		Performance Appraisal Process	Mamoria	365 to 367		
		Methods, Techniques or Tools Performance Appraisal	Mamoria	369 to 390	Refer English Medium book	
		Edward Deming's views on PA	Mamoria	400		
		Performance Counseling	Subbarao	231		
		Performance Interview Used Of PA Advantages Of PA Trough Computers Problem Of Performance Appraisal	Subbarao	232 to 233 236 to 237 239 238 to 239	Refer English Medium book	

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			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
5.	Human Relations	Def- Characteristic- Objectives & Importance Of Sound Human Relations	Mamoria	541 to 545	Refer English Medium book	
		Scope Of Human Relations	Mamoria	550		
		An Inter – disciplinary Approach To HR Measurement to Improve HR A Short Course In Human Relations	Mamoria	544 555 559 to 560	Refer English Medium book	
6.	Fringe Benefits and services	Def- Meaning – Objective Of Fringe Benefits & Services Coverage Or Scope Of Fringe Benefits. Coverage Or Scope Of Services	Mamoria	490 to 493	Refer English Medium book	
				495 to 497		
				497 to 498		
		Fringe Benefits In Indian Industries Problems Of Fringe Benefits Impact On Efficiency	Mamoria Mamoria Subbarao	499 to 500 501 423 to 425	Refer English Medium book	

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			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
7.	Motivation	Meaning, Objective , Types Group Motivation Steps In Motivation Financial and non- Financial Motivations	Mamoria	583 to 588 588 588 to 589 592 to 600	Refer English Medium book	
8.	Case study in Human Resource Management	Concepts, Need , Importance Objective Of Case Study How to Analyses a Case ( Or Process Of Case Analyses)	Subbarao	785  786 to 787	Refer English Medium book	
		Role of Teacher & Students During Case Analysis	Subbarao	787 to 788	Refer English Medium book	

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Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
1.	Industrial Relations	. System, State & Industrial Relations, Parties to industrial relations, Industrial relation strategy, Role of HRM in Industrial Relations, Industrial Relation Practices in India, Necessity of voluntary administrative setup to prevent and protect harmonious relations, Ethical code and Industrial Relations	- Labour welfare trade unionism and industrial relation by Punekar, Deodhar , Sanharam ,Himalaya Publication.  - Human Resource Management by K. aswathapa	297 to 312 320-331  511 to 523	Refer English Medium book	
2.	Collective Bargaining	Concept & Theory, Process of CB, Bargaining Approaches, Techniques, Strategies, Tactics, Bargaining Agreement, Recent Trends in CB, CB in Indian Industries, Experiences of other countries	- Labour welfare trade unionism and industrial relation by Punekar, Deodhar , Sanharam ,Himalaya Publication	313 to 319	Refer English Medium book	
3.	Social Security	Social assistance, financing to SS scheme, SS& industrial world, various scheme, implemented by different industries in India, legislative benefits of security of employees in brief, SS scheme in different countries.	- Labour welfare trade unionism and industrial relation by Punekar, Deodhar , Sanharam ,Himalaya Publication	146 to 169	Refer English Medium book	

Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
4.	Employees Compensation	Employees compensation, nature, purpose, compensation determining process, factors influencing compensation structure, Principles of compensation, compensation practices in Indian Industries, Comparative experiences of compensation, International remuneration	-Personnel Management by C.B. Mamoria  - Human Resource Management by K. aswathapa	482 to 497  266 to 287	Refer English Medium book	
5.	Employees Participation in Management	Scope and ways of participation, prerequisites for successful participation, Evolution of participative management. Theory Z, Type Z organization in industries.	- Human Resource Management by K. aswathapa	395 to 408	Refer English Medium book	
6.	Employee Development	Promotion, purpose of promotion ,principles ,transfer, separation, demotion, problems of promotion, transfer and separation.	- Human Resource Management by K. aswathapa  -Personnel Management by C.B. Mamoria	495 to 503  275 to 290	Refer English Medium book	
7.	Total Quality in managing Human Resources	Total Quality HRM Approaches, Obstacles in implementing Total Quality HRM (Service Industry)	-Total Quality Management R.P. Mohanty and R.R Lakhe, jaico Publishing.	1 to 20 107 to 108	Refer English Medium book	

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Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
1.	Human resource development	. concept, importance, HRD& personnel Functions, integrated HRD System, HRD Function, HRD Strategies.	‘Essential of HRM and Industrial Relations’ Himalaya Publishing House Bombay SUBBA RAO	191 to205	Refer English Medium book	
2.	Human Job Resource Planning	Concept& Process of HRP, Responsibility Of HRP, Job Analysis, Job Description, Job Specification.	Personnel Management Himalaya Publishing House Bombay C.B.MAMORIA	157 to 184	Refer English Medium book	
3.	Career Development	Meaning, Need, process succession planning, steps in career development, advantages of career development, Recent developments.	‘Essential of HRM and Industrial Relations’ Himalaya Publishing House Bombay SUBBA RAO	303 to 323	Refer English Medium book	
4.	Human Resource Development Department	Roles and Responsibilities of HRD department, HRD department & functions, roles &responsibility of HRD manager, Challenges for HRD.	IGNOU Material		Refer English Medium book	

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5.	Human Resource Development in Various Sectors	Importance of women in service sector, HRD in railway, tourism, post & telegram, health sector, Banking, NGO.	HRD Practice in Service Industries By- Pro. M.K.PATEL	11 to 281	Refer English Medium book	
6.	Counseling & Mentoring	Objectives & Process of counseling, nurturing and helping, process of mentoring.	IGNOU Material		Refer English Medium book	
7.	HRD in Global Scenario	Stages of Internationalisation, global recruitment, global selection approach, Expatriates, International Adjustment, Multi-cultural training, compensation in global business, women in International Business, Recent experiences of developed countries and developing countries.	SUBBARAO	453 to 458	Refer English Medium book	



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Sr. No.	Chapter Name	Name of topic and Sub topic	English Medium		Gujarati Medium	
			Name of book and Detail of book	Page No.	Name of book and Detail of book	Page No.
1.	Importance of Research in Human Resource Development	- Various issues relating to HRM and HRD -Recent trends and research in Indian industries -Research in HRM at international scenario	Research Methodology Second Edition C.R.KOTHARI	1 to 23	Please, refer English material, for all chapters.	
2.	Research in social sciences	-Importance , Concept, Scope of business research - Types of business research - Research process - Stages of research - Problem - Research design - Research problem definition & Research proposal	Research Methodology Second Edition C.R.KOTHARI	1 to 37	Please, refer English material, for all chapters.	
3.	Types of Research Data	- Sampling, data analysis, primary data, - Methods for (collecting) primary data, secondary data, - Advantages - Various sources - Classification	Research Methodology Second Edition C.R.KOTHARI	55 to 61 95 to 113	Please, refer English material, for all chapters.	

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4.	Research Reporting And Utility of Research Findings	-Concept of report - different types of effective presentation - Summary - Utility to the relevant society	Research Methodology Second Edition C.R.KOTHARI	344 to 360	Please, refer English material, for all chapters.	
5.	Global HR	- Global challenges and opportunities for Human Resources Development - Role of strategic HRM in changing scenario.	Human resource mgt. K- Aswathappa CH-27	563 to 574	Please, refer English material, for all chapters.	
6.	E HRM	- E-HRM-E-HR planning - E- recruitment - E- training & development - E- compensation management - E- HR records - E- HR Audit.	PERSONNEL AND HUMAN RESOURCE MANAGEMENT  P.SUBBA RAO	459 to 463	Please, refer English material, for all chapters	
7.	Management of Change, Development and culture	Technology and Change, Managing Change, Resistance to Change, Approach to organizational Change, Organizational Development Meaning, Characteristics, Values, Objective, Organizational Culture.	P.SUBBA RAO	202 to 212	Please, refer English material, for all chapters	