

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT
CLASS: SECOND YEAR B.COM (EXTERNAL)
SUBJECT: MANAGEMENT PAPER - 2
COURSE TYPE: MAJOR – 4 CREDIT
EFFECTIVE FROM ACADEMIC YEAR 2024-25 ONWARDS

OBJECTIVES:

1. Understand the concept and significance of Human Management skills in the modern landscape.
2. Explore the new management concepts like HR policies and their management, HR Accounting and HR audit and its relevance in today's Industrial era and their functioning.
3. To orient the students with new developing concepts in HR management. .
4. To make them learn about the application of new HR management concepts.
5. Understand the concept and significance of Human Management related work Environment in the modern landscape.
6. Explore the new management concepts like Work environment and their Management in changing automation in corporate world, and their functioning.
7. To orient the students with new developing concepts in Work ethics and Management and how good HR policies can reduce absenteeism and turnover..
8. To make them learn about the application of new HR management concepts.

OUT COMES:

1. Explain the fundamental concepts of Human resource management and its relevance in the current Industrial environment.
2. To understand human behavior, their retention techniques and how to manage talent to its optimum with good human relation policies.
3. Apply the principles of Human resource management to develop effective management strategies for managing people in industries.
4. Analyze the role of managers and other employees in improving overall industry performance.
5. To understand how to enhance organization knowledge through adoption of human resource accounting and audit and manage it for future use.
6. Explain the fundamental concepts of Industrial work environment and its relevance in the current Industrial environment.
7. To understand human behavior, their retention techniques and how to manage talent to its optimum with good human relation policies and reduce absenteeism and turnover.
8. Apply the principles of Human resource Health and safety in industries.
9. Analyze the role of managers and other employees in improving overall Health and safety of employees.
10. To understand how to enhance organization employee welfare through adoption of human resource planning and policies.

COURSE CONTENT:

UNIT NO	CONTENT	WEIGHTAGE
1	Human resource management <ul style="list-style-type: none"> • Concept of HRM • Characteristics of HRM • Objectives of HRM • Importance of HRM • Scope of HRM • Functions of HRM • Competencies of HR Manager • Role and status of HR Manager 	15
2	Human resource planning <ul style="list-style-type: none"> • Concept of human resource management • Objectives of HRP • Need and importance of HRP • Levels of HRP • Problems of HRP • Guidelines for effective human resource planning 	15
3	Human resource policies <ul style="list-style-type: none"> • Concept and nature of human resource policies • Need and importance of human resource policies • Types of HR Policies • Formulation of HR policies • Scope of HR Policies • Formulation of HR policies • Essentials of sound HR Policies 	10
4	Human Resource Accounting and Audit <ul style="list-style-type: none"> • Meaning of HRA and human resource audit • Objectives of HR Accounting and HR Audit • Advantages of HR Accounting • Disadvantages of HR Accounting • Scope of Human Resource Audit • Significance of HR Audit 	10
5	Work Environment <ul style="list-style-type: none"> • Elements of work environment • Meaning of fatigue, monotony and boredom • Causes of fatigue • Measurement and effects of fatigue • Methods of reducing fatigue 	15
6	Employee Health and Safety <ul style="list-style-type: none"> • Significance of occupation health • Working conditions affecting health • Occupational hazards and diseases • Protection against health hazards • Statutory provisions concerning health • Employee safety • Significance of safety 	15

	<ul style="list-style-type: none"> • Causes of industrial accidents • Measures to ensure industrial safety 	
7	Employee welfare <ul style="list-style-type: none"> • Meaning of employee welfare • Significance of employee welfare • Agencies of employee welfare • Types of welfare services • Statutory provisions for employee welfare • Role of labor welfare officer 	10
8	Absenteeism and labor turnover <ul style="list-style-type: none"> • Concept of absenteeism • Absenteeism causes and effects • Control over absenteeism • Concept of labor turnover • Causes and effects of labor turnover • Control over labor turnover • Measurement of labor turnover 	10

REFERENCES:

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2. Supply Chain Management, Processes, Partnership, Performances, by Lambert, Douglas. M. 3rd Edition 2008.
3. 3 legged Race, By Faisal Hoque,
3. V. Sambamurthy, Robert Zmud, Tom Trainer and Carl Wilson, Publishing, Prentice Hall/BTM Institute Dec-2005
4. Sustained Innovation- Converging Business & Technology to Achieve Enduring Performance By Faisal Hoque & Terry Kirk Patrick (BTM Press-March-2007)
5. Human resource management By C.B. Gupta published by Sultan Chand and sons