

Veer Narmad South Gujarat University, Surat.

Second Year B.Com. Management Paper - I (In Force form June 2006)

Objectives of the course

1. To provide conceptual and procedural knowledge in the area of Human Resources Management promotion Transfers and performance appraisal.
2. To develop the analytical and decision taking abilities in the student's through case studies.

Course Contents :-

1. **Human Resources Management** : Meaning of Dynamic Human Resource Changing Concept of Management, Concept of Human Resource Management , Evaluation of Personnel management in India. Definition and scope if Human Resource Management , Code of Ethics, Problem in the path of Human Resource Management , Functions of Human Resource Management .
2. **Scientific Selection** : Meaning of scientific Selection, Scientific Selection Procedure Job Analysis, Job Design, Job Description , Job Specification .
3. **H.R.D. : Training Needs and Objectives** : Identification or Locating the Training Nature of Typical Problems in Organization, Corrective forms of Training Methods of Determining needs, Objectives of Training , Non Supervisory and Supervisory Training Problems.
4. **Promotions Transfers and Performance Appraisal** : Employee Promotions, Purpose of Promotion, Systematic Promotion Procedures and Policy , Demotion and down Grading Transfers, Purpose of Transfer, Types of Transfers , Transfer Policy and Program, Employee Performance Appraisal :_ Purpose of Appraisal , Personal Rating, Principles and Policies, Type of Appraisal Plans, Review and Check.
5. **Employee Morale** : Meaning, Effects of Good Morale and poor Morale, Measurement Morale (Objectives of morale , Attitude Survey, Methodology, Improving Employee Morale)

6. **Wages And Salary Administration** : Objectives and Principles, Essentials of Sound Wage Structure, Factors Affecting Wages, Methods of Wage Payment , Wage Policy in India, Executive Compensation
7. **Case Study Based on any of the above Topics :**

BOOKS FOR SUGGESTED READING

1. Human Resource Management By C.B. Gupta (Sultanchand and Sons)
2. Modern Business Organization And Management By S.A. Sherlekar and V.S. Sherlekar (By Himalaya Publications)
3. Principles and Practice of management By L.M. Prasad (Sultan chand& Sons)
4. Human Resource Management And Industrial Relations By P. Subba Rao (Himalaya Publications)
5. Dynamic Personnel Administration By M.N. Rudrabasavaraj.