

Veer narmad South Gujarat University, Surat
S.Y.B.Com (external) 2022-23

Management- 2

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| 1. Human resource management | 10% |
| <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 | |
| 2. Human resource planning | 10% |
| <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 | |
| 3.Human resource policies | 15% |
| <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 | |
| 4.Human Resource Accounting and Audit | 15% |
| <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 | |
| 1. Work Environment | 10% |
| <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 | |
| 2. Employee Health and Safety | 15% |

- 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
- Causes of industrial accidents
- Measures to ensure industrial safety

3. Employee welfare

10%

- 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

4. Absenteeism and labor turnover

15%

- 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

REFERENCES:

1. Human Resource & Personnel Management by K. Aswathappa, "Tata McGraw-Hill Publishing, 2nd editions.
 2. Supply Chain Management, Processes, Partnership, Performances, by Lambert, Douglas.M. 3rd Edition 2008.
 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
- Human resource management By C.B. Gupta published by Sultan Chand and sons