

**Shri Govind Guru University**  
**( Established vide Gujarat Act. No. 24/2015 )**  
**શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી**  
**( ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત )**  
**Programme : B. Com.**  
**Semester : I**  
**Syllabus with effective from : June – 2016**

<b>Paper Code</b>	<b>:</b>	<b>Core compulsory (C C) no.</b>
<b>Title of Paper</b>	<b>:</b>	<b>Human Resource Management</b>

**Objective** : The objective of this syllabus is to provide conceptual and procedural knowledge of functional areas of Human Resource Management.

**Note** : All Units carry equal weightage of Marks

**Unit : 1 (1)Human Resource Management** : Meaning-features-Difference between Personal Management and Human Resource Management- Objectives of HRM-Importance of HRM- Operative functions of HRM- Importance of HRM- Qualities of H.R. Manager- Roles of H. R. Manager  
**(2)Human Resource Planning in a Corporate Sector** : Meaning, Objectives, Factors affecting-Process of H. R. Planning - Benefits and Limitations of H. R. Planning.

**Unit : 2 Recruitment** : Meaning of Scientific Recruitment - Sources of Recruitment- Modern Selection procedure and its advantages.

**Training** : Meaning, needs, Objectives-Procedure of Training- Advantages and Limitations – Development : Meaning, needs, Objectives and its advantages.

**Human Resource Development** : Meaning and Characteristics, need for HRD – Functions of HRD – Techniques or Methods of HRD.

**Unit : 3 Performance of Appraisal** : Meaning, Objectives – Appraisers – Brief idea of Human Resource Accounting – Psychological Appraisal, Management Appraisal, Utility and Problems of Performance Appraisal.

**Promotion** : Meaning-Basis of Promotion i.e. seniority and efficiency base- its merits and demerits.

**Transfer** : Meaning , causes and guiding principles.

**Demotion** : Meaning, causes and guiding principles.

**Morale** : Meaning , factors affecting – sign of low morale and its preventive measures – Factors contributing High Morale. Importance of Industrial morale.

**Unit : 4 Industrial Relation** : Meaning, Parties and Importance  
**Trade Union** : Functions and problems  
**Industrial Dispute** : Meaning, Causes and preventive machinery  
**Collective Bargaining** : Meaning, types and process.

**Note** : 20 % weightage is to be given to objective question (except M.C.Q.) covering entire syllabus.

**Recommended Reading :**

1. Personnel Management – Juciouc Michel R. D. Irwin - Homewood .
2. Management Concept and Practice – Manmohan Prasad – Himalaya Publishing House.
3. Personnel & Human Resources Management – P. Subba Rao – Himalaya Publishing House.
4. Human Resource and Personnel Management by K Aswathappa