

Veer Narmad South Gujarat University

Human Resource Management II

S.Y. B.B.A., Semester IV

Effective from December 2012

Objectives:

To expose students to the dynamic field of HRM and develop in them an understanding of the need for every manager to be a HR manager. To enable students to comprehend the key and vital issues of HRM in a dynamic environment. To introduce students to theory, contemporary issues and practical examples from the corporate world for effective study of HRM.

Pedagogic Tools:

Lectures, Case studies, Practical examples from corporate & business world, assignments, projects & presentations,

Course Content:

CHAPTER 1 Internal Mobility

(40%)

Internal mobility need & purpose
Meaning & objective of promotion
Types, purpose & benefits of promotion
Meaning & objectives of transfer
Reasons, types, benefits & problems of transfer
Demotion: reasons & principles

CHAPTER 2 Performance Appraisal

(30%)

Concept & objectives of performance appraisal
Use of performance appraisal
Problems in performance appraisal
Essentials of effective performance appraisal system
Methods of performance appraisal

- 1) Graphic rating scale
- 2) Ranking method
- 3) Checklist method
- 4) Essay method
- 5) Confidential Report
- 6) Critical Incident method
- 7) Assessment centers
- 8) MBO

Process of performance appraisal (system)

CHAPTER 3: Wage & salary administration

(30%)

Objectives of wage & salary administration
Overview of state regulation of wages (minimum wages act, payment of wages act, wage boards, equal remuneration act payment of bonus act)
Principles of wage & salary administration
Components of wage & salary administration
Factors affecting wages
Methods of wage payments
Executive compensation

Note: About 15-20 percentage of total paper should be allocated to case study or application based questions.

TEXT BOOK: Essentials of Human Resource Management and Industrial Relations P. Subba Rao (Himalaya Publishing House)

Reference Books: 1) Human Resource Management by C. B. Gupta
2) Human Resource Management by Dr. S.S. Khankha
3) Human Resource & Personnel Management by K. Ashwathappa