

SARDAR PATEL UNIVERSITY
Programme: BCOM
Semester: I
Syllabus with effect from: June 2011

Paper Code: UB01ECOM09	Total Credit: 3
Title Of Paper: Business Management-I	

Unit	Description in detail	Weighting (%)
1	Human Resource Management: HRM its evolution, meaning, importance, objectives, functions, human resource department, its organization. Role, status and competences of HR manager, challenges of HRM.	25 %
2	Human Resource Planning: Concept, objectives and significance of job-analysis, job analysis process - job description, job specifications, concept of human resource planning, need and importance, process of human resource planning and problems in human resource planning.	25 %
3	Recruitment and Selection: Recruitment-Meaning, factors affecting recruitment decision, recruitment process, selection- Inputs of selection, selection process- tests and interviews, placement and induction. Job changes-transfer, promotion , demotion and separation.	25 %
4	Training and Development: Training and Development – concept and importance, objectives, techniques and problems.	25 %

Basic Text & Reference Books

- Personnel Management By Flippo Edwin B.
- Human Resource and Personnel Management By William B. Werther Jr and Davis Keith.
- Personal Management By Mamoria C.B.
- Human Resource Management By C.B.Gupta.

