

VEER NARMAD SOUTH GUJARAT UNIVERSITY

S. Y. B.COM Semester-III
BUSINESS ADMINISTRATION
(INFORCE FROM 2018-2019)

એકેડેમિક કાર્યક્રમ તા. ૨૩-૪ -૨૦૧૯
બાબત.....૨.....વિગત/પરિશિષ્ટ.....૪.....

OBJECTIVE OF THE COURSE:-

1. To impart to the students the conceptual and procedural knowledge in the functional areas of management like human resources management, labour management.
2. To enable the students to understand concepts, principles and techniques to be applied in the above functional areas of management.
3. To impart the knowledge of personality development
4. To develop the analytical and decision making abilities of the students through case studies.

COURSE CONTENTS

Human Resource Management & Labour Relations

1. **Human Resource Management:** - Meaning of Human resources, Human Resource Management, Human Resource Management and Personnel Management, E-HRM, E-HR Activities-E-Recruitment and guidelines, E-Selection and procedure, E-Training and its advantages and disadvantages. [20%]
2. **Human Resource Planning** Meaning, Importance, Process, and factors affecting of Human Resources Planning. [15%]
3. **Career Planning, Career Development** [20%]
 - a. Concept of career, career planning and succession planning
 - b. Career Stages
 - c. Elements of career development programmes
 - d. Steps in Career development system
 - e. Advantages, limitations of career planning & development
 - f. Methods of Executive Development
4. **Trade Union:** - Definitions, functions, rights and responsibilities of registered trade unions. [15%]
5. **Industrial Unrest:** - Meaning, different forms of industrial disputes, causes, effects, remedial measures, industrial peace and industrial harmony. [15%]
6. **Case Study** [15%]

Note: Paper setter should consider syllabus and not any reference books or text books.

Books of References

1. Human Resource Management and Human Relations - V. P. Michael
2. Human Resource Management - V.V. Khanzode
3. Management of Human Resources - Lallan Prasad, A.M. Bannerjee
4. The Personnel Management Processes - Wendall French
5. Human Resource Management Text and cases - K.A. Aswathappa
6. Principles of Personnel Management - Edwin Flippo
7. Personnel Management and Industrial Relations - Dale Yoder.
8. Industrial Relations and Personnel Management in india - R.S. Davar.
9. Organizational Behavior - K. Ashwathappa
10. Organizational Behavior - L.M. Prasad.