

**GUJARAT UNIVERSITY**  
**SYLLABUS FOR S.Y B.Com**  
**SEMESTER III**

**Core Elective: Advanced Business Management.**

**Course Title: Advanced Human Resource Management.**

**Course Code : CE 201 C.**

**Objective:**

To acquaint the students with the Human Resource Management its different functions in an organization and the Human Resource Processes that are concerned with planning, motivating and developing suitable employees for the benefit of the organization

Unit	Weight-age
Unit I	25%
Unit II	25%
Unit III	25%
Unit IV	25%
Total	100%

**Unit I**

**A) Human Resource Management.**

- Concept and Scope.
- Human Resource Functions.

**B) Employee Recruitment.**

- Sources of Manpower supply.
- Methods and Techniques of Recruitment.

**C) Employee selection.**

- Selection Process.
- Interview Techniques.

**Unit II**

**A) Employee Competency Development.**

- Classification of Competencies.
- Assessment of Competencies.

**B) Employee Compensation.**

- Compensation Function, Objectives and Policy.

**C) Employee Promotion, Demotion and Transfer.**

- Promotion, Demotion and Transfer policies.
- Types of Transfer.

**Unit III**

**A) Job Analysis.**

- Objective, Benefits and Methods.

**B) Employee Performance Appraisal.**

- Objectives, Uses and Planning the Appraisal.
- Approaches to Performance Appraisal.

- Steps and Methods of Performance Appraisal.

**C) Employee Participation.**

- Concept of Participation.
- Forms of Participation – Committees, Suggestion Schemes, Quality Circles.

**Unit IV**

**A) Industrial Relations.**

- Nature and Importance of Industrial Relations.
- Approaches to Industrial Relations.
- Parties to Industrial Relations.

**B) Industrial Disputes.**

- Nature of Industrial Disputes.
- Causes of Industrial Disputes.
- Settlement of Industrial Disputes.

**Text Books:**

- 1) Personnel and Human Resource Management: By A.M.Sarma, Himalaya Publishing House.
- 2) Human Resource and Personnel Management – By Aswathappa. Tata McGraw Hill.

**Reference Books:**

- 1) Personnel management & HRM: C. S. Venkata, Ratnam, Tata McGraw-Hill.
- 2) Designing and Managing HRM: By Parikh U. and Rao T. V., Wiley.
- 3) Personnel Management: By Monoppa and Sayadain, Tata McGraw-Hill