**GUJARAT UNIVERSITY SYLLABUS FOR S.Y BBA SEMESTER IV**

# CORE COURSE – 211 HUMAN RESOURCE MANAGEMENT

An understanding of Human Resource Management is important to employee employed in any organization. H.R. Managers must understand the scope and application of the personnel policies and practices of their organization to ensure optimum utilization of employees. The changing business environment is highly competitive and complex and makes it necessary to study these changes along with its impact on human resources within an organization.

**Objectives:-**

1. To enable the students gain complete insight into various domains of Human Resource Management
2. To introduce core and critical areas of HRM such as employee performance evaluation, compensation and incentives administration and benefits management.
3. To offer an insight into the activities that foster employer – employee relationship.

## Number of credits: 3 Lectures per week: 3 Total Sessions: 40

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| **Unit** | **Weightage** |
| **Unit I** | **25%** |
| **Unit II** | **25%** |
| **Unit III** | **25%** |
| **Unit IV** | **25%** |
| **Total** | **100%** |

**UNIT-I Industrial Relations and Trade Union: (25%)**

* 1. Industrial Relations: Definition, Objectives, Parties to Industrial relations.
  2. Trade Union: Definition, Reasons for joining trade union, Problems of Trade union.
  3. Industrial Dispute: Definition of Industrial Dispute, Reasons for disputes, Concept of Grievance and Grievance Procedure, Methods of solving dispute – Collective Bargaining, Conciliation, Arbitration and Adjudication (last 3 methods in brief )

## UNIT- II: Employee Compensation: (25%)

* + 1. Employee and Executive Remuneration: Definition of remuneration , Components of employee and executive remuneration , Reasons for higher remuneration to executives.
    2. Incentives : Meaning , Importance of Incentive and limitations , Methods of Incentives – Taylor, Merrick, Emerson and Gantt (both theory and practical)

## UNIT-III Maintenance: (25%)

* + - 1. Fringe Benefits: Definition, types and principles of fringe benefits.
      2. Employee Welfare: Definition, types of welfare measures. (intramural and extra mural), Approaches to employee welfare.
      3. Safety and Health : Concept of industrial safety and health, safety program and policy, Causes of industrial accidents – man made and mechanical, Aids , Violence and noise control ; How to handle accidents; Stress - meaning, Reasons / Sources of stress.

## UNIT-IV Integration:

**(25%)**

1. Workers Participation in Management : Definition , Meaning and Importance , Scope of participation ( including Board level participation , ownership participation , staff or work council , Quality circles , TQM , Financial participation , Joint council and committees ) , Limitations of participation.
2. HR challenges (brief knowledge of outsourcing , B.P.O. ,call centres, work life balance

, ethical issues and diversity)

1. HRaudit: meaning, benefits, scope- audit of HR functions ,audit of managerial compliance , audit of HR climate ,audit of corporate strategy.

**Text Book :**

Human Resource and Personnel Management – Text and Cases; K.Aswathappa; Tata McGraw Hill ; 4rd Edition. OR Latest Edition.

**Rererence Books :**

1. Personnel Management and Industrial Relations; N.G.Nair and Latha Nair ; S. Chand ; 1st Edition reprinted in 2004. [ Particularly for Section I, Topic 4, Career planning and development ]
2. Human Resource Management – Text and Cases;S.S.Khanka; S. Chand; 1st Edition reprinted in 2009.

## Topics of Assignment :

* 1. Trade Union Power Tactics.
  2. Various Occupational Hazards.
  3. Approaches to Industrial Relations.
  4. Evolution of Trade Union.

## Topics for Presentation/Seminar

1. Concept of Wages.
2. Absenteeism and Turnover.
3. Human Resource Information System.
4. Strategies for handling stress.
5. Objectives of Employee Welfare.