



**B. J. VANIJYA MAHAVIDYALAYA**

**(Autonomous)**

**(Grant-in-Aid)**

**(Affiliated to Sardar Patel University)**

**Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India**

**Accredited with CGPA of 2.78 on four-point scale at B++ Grade by NAAC**

**Syllabus as per the NEP 2020 with effect from December - 2024**

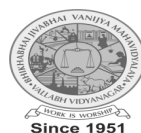
**Bachelor of Commerce (B. Com.)**

**Semester – II**

<b>Course Code</b>	<b>UB02MACOM03</b>	<b>Title of the Course</b>	<b>Business Management- II (HRM)</b>
<b>Total Credits of the Course</b>	<b>04</b>	<b>Hours per week</b>	<b>04</b>

<b>Course Objectives:</b>	<ol style="list-style-type: none"><li>1) To understand the abilities of a person for further growth and development.</li><li>2) To impart the knowledge of an equitable wage and salary system.</li><li>3) To explain the theories behind how incentive plans motivate employees.</li><li>4) To enhance the knowledge of the factors which cause the grievance, discontent and labour unrest in the organisation and to restore the cordial Industrial Relation in the company by removing those causes in 'time.</li></ol>
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<b>Course Content</b>		
<b>Unit No.</b>	<b>Description</b>	<b>Weightage (%)</b>
1)	<b>Performance Appraisal:</b> <ul style="list-style-type: none"><li>• Concept, Objectives and Uses of Performance Appraisal</li><li>• Developing a Performance Appraisal Programme</li><li>• Potential Counselling and Performance Appraisal</li><li>• Performance Appraisal Methods</li><li>• Performance Appraisal Process</li><li>• Common Errors in Performance Appraisal</li><li>• Issues in Performance Appraisal, Effective Performance</li></ul>	25%
2)	<b>Wage and Salary Administration &amp; Job Evaluation:</b> <ul style="list-style-type: none"><li>• Basic Concepts: Minimum Wage, Need Based Wage, Fair Wage, Living Wage</li><li>• Objectives of Wage and Salary Administration</li><li>• Factors affecting Wage and Salary Administration</li><li>• Types of Traditional Wage Payment System</li></ul>	25%



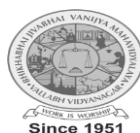
	<ul style="list-style-type: none"> <li>• Process of Wage Determination</li> <li>• Job Evaluation: Meaning, Objectives, Quantitative and Non-Quantitative Methods of Job Evaluation</li> </ul>	
3)	<b>Wage Incentives:</b> <ul style="list-style-type: none"> <li>• Meaning, Objectives, Essential of a Sound Incentive Plan</li> <li>• Types of Wage Incentive Plans</li> <li>• Brief Idea of Profit Sharing</li> <li>• Labour Co-Partnership and Fringe Benefits</li> </ul>	25%
4)	<b>Discipline and Grievance:</b> <ul style="list-style-type: none"> <li>• Nature, Types and Causes of Indiscipline</li> <li>• Principles and Procedure for Disciplinary Action</li> <li>• Essential of Good Disciplinary System</li> <li>• Code of Discipline</li> <li>• Meaning and Sources of Grievances</li> <li>• Grievance Redressed Machinery</li> <li>• Model Grievance Procedure</li> </ul>	25%

<b>Teaching-Learning Methodology</b>	The course would be taught /learnt through ICT (e.g. Power Point Presentation, Audio-Visual Presentation), Lectures, Group Discussions, Quizzes, Assignments, Case Study and Browsing E- Resources.
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#### Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1)	Class Test (at least one)	15 (30%)	10 (40%)
2)	Quiz (at least one)	15 (30%)	05 (20%)
3)	Active Learning	05 (10%)	----
4)	Home Assignment	05 (10%)	05 (20%)
5)	Class Assignment	05 (10%)	----
6)	Attendance	05 (10%)	05 (20%)
<b>Total Internal (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>
<b>Final Examination (%)</b>		<b>50 (100%)</b>	<b>25 (100%)</b>

Sr. No.	Course Outcomes: Having completed this course, the learner will be able to
1)	Evaluate the performance of employees systematically.
2)	Analyse, interpret and satisfy the needs of the employees through appropriate Wage and Salary Administration & Job Evaluation.
3)	Compare and contrast the relative merits of the different types of group-level incentive plans.
4)	Understand the significance of good disciplinary system and Grievance Redressal Mechanism.



<b>Sr. No.</b>	<b>Suggested References:</b>
1)	Personnel Management : Flippo Edwin B
2)	Human Resource and Personnel Management: William B. Werther Jr and Davis Keith.
3)	Personal Management: Mamoria C. B
4)	Human Resource Management: C.B. Gupta
5)	Human Resource Management: S. S. Khanka

<b>Sr. No.</b>	<b>On-Line Resources available that can be used as Reference Material</b>
1)	<a href="https://www.geeksforgeeks.org/performance-appraisals-meaning-significance-objectives-types-criticisms/">https://www.geeksforgeeks.org/performance-appraisals-meaning-significance-objectives-types-criticisms/</a>
2)	<a href="https://www.economicdiscussion.net/wages/wage-and-salary-administration/32097">https://www.economicdiscussion.net/wages/wage-and-salary-administration/32097</a>
3)	<a href="https://ebooks.inflibnet.ac.in/mgmt01/chapter/wages-salary-administration-i-principles-of-wage-salary-administration-essential-of-sound-wage-salary-administration-factors-affecting-wages-salary-administration/">https://ebooks.inflibnet.ac.in/mgmt01/chapter/wages-salary-administration-i-principles-of-wage-salary-administration-essential-of-sound-wage-salary-administration-factors-affecting-wages-salary-administration/</a>
4)	<a href="https://ebooks.inflibnet.ac.in/mgmt01/chapter/types-of-incentives-system/">https://ebooks.inflibnet.ac.in/mgmt01/chapter/types-of-incentives-system/</a>