

B.COM. SEMESTER – 1		
8	Elective - 2	Business Management – 1 [Personnel Management-PM]

Name of the Course: **Business Management – 1 [Personnel Management-PM]**
 Course credit: **03**
 Teaching Hours: **45 (Hours)**
 Total marks: **100**

Course Outcomes

To aware the students about the business management principles and practices due to development of industry and business as a complex phenomenon in the world and their impact on organizational efficiency is needed.

Unit	Content	No. of Lectures
1	INTRODUCTION TO PERSONNEL MANAGEMENT-PM <ul style="list-style-type: none"> - Introduction-Meaning and Concept - Importance - Scope and Functions - Guiding principles of PM - PM Organization-department - Personnel Manager: <ul style="list-style-type: none"> ➤ Qualification and Qualities ➤ Duties and Role 	11
2	MANPOWER SEARCH- RECRUITMENT AND ADMINISTRATION <ul style="list-style-type: none"> - Introduction-Meaning and Concept - Attracting - Recruitment - Selection - Placement and Induction - Transfer and Promotion - Demotion and Dismissal-Retrenchment 	11
3	CAREER AND SUCCESSION PLANNING <ul style="list-style-type: none"> - Introduction- - Meaning of Career and Succession Planning - Job Analysis - Job Description - Job Evaluation - Performance Appraisal 	12
4	TRAINING: <ul style="list-style-type: none"> - Introduction 	11



	<ul style="list-style-type: none"> - Training-Meaning and Nature - Aims and Objectives of Training - Importance - Advantages of Training - Types of Training - Methods of Training - Training Evaluation - Limitations and Guiding suggestions for effective Training - Potential evaluation 	
Total Lectures		45

Important instructions for paper setter –

Set University examination question paper for regular and external candidates as per the following instruction:

UNIVERSITY EXAMINATION		
(Que. No. 1 to 4 are compulsory for regular students and external candidates)		
Sr. No.	Particulars	Marks
1	QUESTION - 1 (From Unit 1) (OR) QUESTION - 1 (From Unit 1)	20
2	QUESTION - 2 (From Unit 2) (OR) QUESTION - 2 (From Unit 2)	20
3	QUESTION - 3 (From Unit 3) (OR) QUESTION - 3 (From Unit 3)	15
4	QUESTION - 4 (From Unit 4) (OR) QUESTION - 4 (From Unit 4)	15
	Total Marks for Regular Students	70
ONLY FOR EXTERNAL CANDIDATES		
5	QUESTION - 5 (From Unit 1 to 4) [Q.5 (A) 15 marks + Q.5 (B) 15 marks] OR QUESTION - 5 (From Unit 1 to 4) [Q.5 (A) 15 marks + Q.5 (B) 15 marks]	30
	Total Marks for external candidates	100

Suggested Readings and Reference Books:

1. DeCenzo D.A. & S.P. Robbins: Personnel/Human Resource Management, Pearson Ed
2. Guy V & Mattock J.: The new international manager, London.
3. Holloway J Ed: Performance measurement and evaluation New Delhi
4. C B Memoria: Personnel Management, Himalaya publishing house
5. Aswathappa K: Human Resource and Personnel Management Tata McGraw Hill, Delhi, Tripath

Note: Latest Editions of the above books may be used.

