

GUJARAT TECHNOLOGICAL UNIVERSITY

DIPLOMA IN COMMERCIAL PRACTICE

Semester: 4

Subject Name: Human Resource Management - II

Sr. No.	Course content
1.	Human Resource Planning - Concept – Objectives – Need and Importance – Process - Environment of HRM - Internal – External
2.	Job Analysis and Job Design A Job Analysis Concept – Uses – Process – Techniques B Job Description Concept – Uses C Job Specification – Concept D Job Design Concept – Methods – Techniques
3.	Training A Concept – Objectives - Need – Importance – Benefits - Types – Principles B Designing a Training Programme C Training Methods and Techniques On the Job – Vestibule – Apprenticeship – Class Room – Internship
4.	Human Resource Development <ul style="list-style-type: none"> • Concept – Objectives – Significance - Principles • Difference Between Personnel unction and HRD • Qualities of an HRD Manager • Essential Qualities • Functional Competencies • Managerial Competencies • Concept of Employee Counseling
5.	Compensation A Job Evaluation <ul style="list-style-type: none"> - Concept – Objectives – Process – Advantages – Limitations - Methods <ol style="list-style-type: none"> 1. Non-quantitative <ul style="list-style-type: none"> • Ranking - Grading 2. Quantitative

	<ul style="list-style-type: none"> • Point – Factor Comparison <p>B Wages and Salary Administration</p> <ul style="list-style-type: none"> - Objectives – Principles - Essentials of a Sound Wage Structure - Factors Affecting Wages - Systems of Wage Payment Time – Piece – Bonus
6.	<p>Morale</p> <ul style="list-style-type: none"> • Concept – Importance – Factors Influencing – Measurement • Impact of Morale on Productivity • Measures for Building High Morale • Motivation-meaning, usefulness and methods
7.	<p>Human Resource Accounting</p> <p>Concept – Objectives – Advantages – Limitations</p>

Reference Books:

Sr. No.	Name of Books	Author	Publishers
1.	HumanResource Management	C.B.Gupta – Sultan Chand & Sons	New Delhi
2.	Human Resource Management and Human Relations	Micheal V.P.	Himalaya Publishing House, Mumbai
3.	Human Resource Management	Ghosh Biswanath	Vikas Publishing House Pvt. Ltd., New Delhi
4.	Human Resource Management	Subramaniam C.V.	S.Chand & Co. Ltd., New Delhi
5.	Human Resource Management & Industrial relations	Shah & Thakore	Mahajan Publishing House, Ahmedabad
6.	Human Resource Management	R. Sharma	Lakshmi Narian Agrwal, Agra
7.	Human Resource Management	Rana Dalal	Sudhir/ B.S. Shah Publication