

**C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE,
ANAND**

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A⁺** KCG-Dept of Edu. Govt. of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

Bachelor of Business Administration (BBA-General)

Semester - IV

Course Code	UM4MABBA01	Title of the Course	HUMAN RESOURCE MANAGEMENT-II
Total Credits of the Course	04	Hours per Week	04

Course Objectives	<ol style="list-style-type: none"> 1. To develop understanding of how train employee and make aware regarding types of training. 2. To make the students aware regarding different provisions for employees health and safety, wage and salary administration 3. To make students aware regarding industrial disputes and industrial relation. 4. To make students familiar with current scenario HRIS and HRA.
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Course Content

Unit	Description	Weightage (%)
1.	<p>EMPLOYEE TRAINING AND WAGE AND SALARY ADMINISTRATION</p> <p>(A) EMPLOYEE TRAINING</p> <p>Concept of Training Need for Training Importance of Training Steps in Training Programme Types of training</p> <p>(B) WAGE AND SALARY ADMINISTRATION</p> <p>Meaning Objectives of Wage and Salary Administration Principles of Wage and Salary Administration. Components of Wage and Salary Administration Methods of Wage Payments.</p>	25 %

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2.	<p>EMPLOYEE SAFETY AND HEALTH</p> <p>(A) EMPLOYEE SAFETY: Meaning, Types of Industrial Accident, Causes of Industrial accident, Statutory Provisions of Employee safety in India</p> <p>(B) EMPLOYEE HEALTH: Meaning, Occupational Hazards and Diseases, Protection against Hazards, and Statutory provisions of health according to factories act, 1956.</p> <p>Practical Aspects: Students will visit a company and prepare report of different health and safety provisions applied by that company.</p>	25 %
3.	<p>INDUSTRIAL RELATIONS AND INDUSTRIAL DISPUTES</p> <p>(A) INDUSTRIAL RELATIONS: Concept, Objectives, Parties, Importance Approaches</p> <p>(B) INDUSTRIAL DISPUTE: Definition, Types, Causes Preventive Measures and Settlement Authorities</p> <p>Practical Aspects: Students will contact concerned person of college and list out the problems faced among employees and related solution for it.</p>	25%
4.	<p>HUMAN INFORMATION SYSTEM (HRIS)& HUMAN RESOURCE ACCOUNTING(HRA)</p> <p>(A) HUMAN RESOURCE INFORMATION SYSTEM (HRIS) Need for HRIS Advantages of HRIS Limitations of HRIS Uses of HRIS</p>	25%

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	Designing of HRIS (B) HUMAN RESOURCE ACCOUNTING (HRA) Meaning and Objectives Advantages Limitations Methods of Valuations of Human Resources Controlling Costs of Human Resource	
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Teaching-Learning Methodology	<ul style="list-style-type: none"> • Lecture Method • Group Discussion • Case Study • Project Work • Practical activities • Guest Lectures
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written Examination	30%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance	20%
3.	External Examination	50%

Course Outcomes: Having Completed this course, the students will be able to	
1.	Have idea regarding basics of Employee Health and Safety measures and its related Statutory Provisions.
2.	Learn concept, approaches and importance of industrial Relations in organization.

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3.	Understand concept, forms and causes of industrial disputes and possible preventive measures of it.
4.	Explain the concepts of employee training and salary administration.
5.	Gain knowledge about collective bargaining and how it is used for grievance redressal.
6	Enhance their knowledge about Human Resources Information System (HRIS) and Human Resource Accounting (HRA) and its use in business.

Suggested References

Sr. No.	References
1	Personnel Management: C B Memoria & S V GAnkar, Himalaya Publishing House
2	Human Resource Management: S S Khanka, S Chand
3	Human Resource Management: C B Gupta, Himalaya Publishing House
4	Text and Cases of Human Resource Management: P Subba Rao, Himalaya Publishing House
5	Human Resource and Personnel Management: K Aswathappa
6	Santosh Gupta and Sachin Gupta, 'Human Resource Development'- Concept and Practices, Second Edition, Deep & Deep Publications Pvt. LTD., New Delhi.

On-line resources to be used if available as reference material

On-line Resources
