

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086
General Elective Course Offered by Department of Commerce to students for
B.A. / B.Sc. / B.Com. / B.C.A. / B.S.W. / B.V.A. Degree Programmes

SYLLABUS
(Effective from the academic year 2015-2016)

PERSONNEL MANAGEMENT

CODE: 15CM/GE/PM23

CREDITS: 3

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TOTAL TEACHING HOURS: 39

OBJECTIVES OF THE COURSE

- To expose the students to the managerial, operative and maintenance aspects of Human Resources
- To provide an insight into Human resources as an asset to the organization

Unit 1

Introduction (8 hrs.)

- 1.1 Definition – Characteristics, Objectives and Importance of Personnel Management
- 1.2 Functions of Personnel Management

Unit 2

Staffing (8 hrs.)

- 2.1 Nature, Elements and Importance of Staffing
- 2.2 Recruitment and Selection
- 2.3 Promotion – Types and Basis of Promotion

Unit 3

3.1 Training and Development (8 hrs.)

- 3.1.1 Training – Importance, Need and Types
- 3.1.2 Training Methods – On-the Job, Off-the Job and Vestibule Training.
- 3.2 Performance Appraisal – Concept, Objectives and Methods of Performance Appraisal

Unit 4

Components of Compensation (8 hrs.)

- 4.1 Factors to be Considered for Determination of Wages and Salaries
- 4.2 Incentives and Perquisites
- 4.3 Fringe Benefits – Meaning and Types

Unit 5

Leadership and Communication (7 hrs.)

- 5.1 Leadership – Qualities of a Leader, Types of Leaders, Trait and Situational Approach to Leadership, Leadership Grid
- 5.2 Communication – Meaning, Nature, Importance and Types of Communication

BOOK FOR STUDY

Gupta, C.B. *Human Resource Management*. New Delhi: Sultan Chand, 2014

BOOKS FOR REFERENCE

Aswathappa, K. *Human Resource Management*. New Delhi: Tata McGraw Hill, 2007.

Flippo V. Edwin. *Personnel Management*. New Delhi: McGraw Hill, 2008

Khanka, S.S, *Human Resource Management*. New Delhi: Sultan Chand, 2007.

Mamoria, C.B, *Personnel Management*. New Delhi: Himalaya, 2004

Prasad, L.M., *Human Resource Management*. NewDelhi: Sultan Chand, 2007

JOURNALS

International Journal of Management Reviews

European Journal of Business Management

WEB RESOURCES

www.exed.hbs.edu

www.hbr.org

PATTERN OF EVALUATION

Continuous Assessment:

Total Marks: 50

Duration: 90 mins

Section A – 7 x 2 = 14 Marks (no choice)

Section B – 2 x 8 =16 Marks (from a choice of three)

Section C –1 x 20 =20 Marks (from a choice of two)

Third Component:

List of evaluation modes:

Seminars

Assignments

No End Semester Examination