

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086**  
**B.Com (A & F) DEGREE: ACCOUNTING AND FINANCE**

**SYLLABUS**  
**(Effective from the academic year 2015 -2016)**

**PERFORMANCE APPRAISAL**

**CODE: 15CM/UI/PA23**

**CREDITS:3**

**OBJECTIVES OF THE COURSE**

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

**Unit 1**

**Introduction**

- 1.1 Performance Appraisal – Concept, Objectives, Importance and Uses
- 1.2 Reward- Meaning, Objectives, Principles ,Importance and Types

**Unit 2**

**Appraising for Recognition and Reward**

- 2.1 Process of Appraisal
- 2.2 Methods of Appraisal – Traditional and Modern Methods
- 2.3 Problem in Appraisal
- 2.4 Tools and Techniques of Performance Appraisal

**Unit 3**

**Wages and Salary Administration**

- 3.1 Concepts of Wages
- 3.2 Minimum Wage, Fair Wage, Living Wage
- 3.3 Essentials of Sound Wage and Salary Structure
- 3.4 Factors affecting Wages and Methods of Wage Payments

**Unit 4**

**Incentives**

- 4.1 Meaning and Essential of Sound Incentives Plans
- 4.2 Types of Incentive Plans
- 4.3 Concept of Profit Sharing

**Unit 5**

**Fringe Benefits**

- 5.1 Need and Importance of Fringe Benefits
- 5.2 Types of Fringe Benefits
- 5.3 Perquisites – Need and Types

**BOOK FOR STUDY**

Human Resource Management – C.B.Gupta

### **BOOKS FOR REFERENCE**

Human Resource Management – Aswathappa

Performance Appraisal And Compensation Management – D.Geol

Performance Management And Appraisal System – T.D.Roa

### **JOURNALS**

[www.moodle.baskent.edu](http://www.moodle.baskent.edu)

[www.managementstudyguide.com](http://www.managementstudyguide.com)

[www.hrware.com](http://www.hrware.com)

### **PATTERN OF EVALUATION**

#### **End Semester Examination:**

Total Marks: 100

Duration: 3 Hours

Section A – short answers (max. 50 words) - 10 x 2 = 20 Marks

Section B – Essay answers 5 x 8 = 40 Marks (From a choice of 7)

Section C – Essay answers 2 x 20 =40 Marks (From a choice of 4)