



ST. ALOYSIUS COLLEGE(AUTONOMOUS), JABALPUR

Reaccredited 'A+' Grade by NAAC(CGPA:3.68/4.00)

College with Potential for Excellence by UGC

DST-FIST Supported & STAR College Scheme by DBT

Faculty of Management

Bachelor of Business Administration (B.B.A)

B.B.A. V Semester

Subject- Human Resource Development

Paper- Core

Course Outcomes

CO.No.	Course Outcomes	Cognitive Level
CO1	Understand the Concept of Human Resource Management	U
CO2	Understand the Human Resource Planning	U
CO3	Understand the Human Resource Development Process	U
CO4	Understand the Importance of Learning and Human Resource Development	U
CO5	Understand the Process of Human Resource Development Activities	U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100

Evaluation Scheme

	Marks	
	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)

Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. perweek

TotalNo.ofLectures:60Hrs.

Maximum Marks: 60





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Units	Topics	No.of Lectures
I	Introduction to Human Resource Development – Concept and Evaluation , Relationship between Human Resource Management and Human Resource Development . Human Resource Development Mechanism , Process and Outcomes .	18
II	Human Resource Planning – Introduction , Meaning , Definition , Features , Need , Objectives , Importance of Human Resource Planning , Methods of Human Resource Planning , Factors Affecting Human Resource Planning .	18
III	Human Resource Development Process – Assessing Human Resource Development Needs , Designing and Developing effective Human Resource Development Programmes , Implementing Human Resource Development Programmes , Evaluating Human Resource Development Programmes .	18
IV	HRD and Learning ; Maximizing learning , Individual differences in Learning process ; Learning Strategies and Styles ; Principles of Learning ; Learning and Motivation ; Human Resource Development Culture and Climate .	18
V	HRD Activities and Applications : Human Resource and Development for Workers ; Human Resource Development Mechanisms for Workers ; Role of Trade Unions ; Employee Coaching , Counselling and Performance Management , Career Management and Development .	18

References

Reference Books:

- Dawra Sudhir Human Resource Development , Indica Publishers & Distributors Pvt. Ltd. New Delhi .
- Sudha G.S. Human Resource Management , RBD Publishing House Jaipur .
- Balyan and Others Human Resource Development , Himalaya Publishing House New Delhi .
- Raymond and Kodwani Employee Training and Development , McGraw – Hill Education India .



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Faculty of Management

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B.B.A. V Semester

Subject- Personnel Management and Industrial Relations

Paper- DSE I

Course Outcomes

CO.No.	Course Outcomes	Cognitive Level
CO1	Get a Comprehensive understanding of the elements of Personnel Management .	U
CO2	Derive the Utility of key principles of Personnel Management .	K
CO3	Understanding the Industrial Relation and their environmental framework .	U
CO4	Understand the evolution of industrial relation and their modern applicability .	U
CO5	Understanding the job duties and responsibilities of Personnel Manager and to gain practical understanding of Personnel Audit .	U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100

Evaluation Scheme

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Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. perweek

TotalNo.ofLectures:60Hrs.

Maximum Marks: 60

Units	Topics	No.of Lectures
I	Personnel Management : Meaning and Definition , Nature , Objectives . Functions of Personnel Manager . Structure of Personnel Department . The modern Philosophy of Personnel Management .	18
II	Performance Appraisal and Promotion : Need , Principles and Methods of Performance Appraisal . Concept of Promotion , Promotion Policy , Types of Promotion , Transfer Policy , etc.	18
III	Audit , Research and Records : Personnel Audit – Scope and Importance of Personnel Audit . Types of Personnel Audit , Audit Records . Personnel Research in India , Research Steps , Methods and Problems . Personnel Records – Principles of Record Keeping , Storage and Protection of Records , Use of New Information Technology in Record Keeping .	18
IV	Industrial Relation : Concept , Nature , Objective , Scope & Parties to Industrial Relation , Factors affecting Industrial Relation, System Approach to Industrial Relation , Environmental Framework of Industrial Relations.	18
V	Evolution of Industrial Relation : Stages in Evolution of Industry , Machine Age and Modern Factory System , Beginning of Industrialization , Role of Management Thinkers , Growth of Trade Unionism , Approaches to Industrial Relations .	18

Reference Books:

- R.C. Agrawal and Fauzdar – Personnel Management , SPD Publications Agra.
- C.B. Mamoria – Personnel Management , Himalaya Publishing House .
- P.C. Tripathi – Personnel Management and Industrial Relations , Sultan Chand and Sons N. Delhi



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Faculty of Management

Bachelor of Business Administration (B.B.A)

B.B.A. VI Semester

Subject- Functional Management

Paper- Core

Course Outcomes

CO.No.	Course Outcomes	Cognitive Level
CO1	Understand the Concept of Financial Management	U
CO2	Understand the Concept of Personnel Management	U
CO3	Understand the Concept of Production Management	U
CO4	Understand the Concept of Marketing Management	U
CO5	Understand the Concept of Digital Marketing	U

Credit and Marking Scheme

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Theory	6	40	60	100

Evaluation Scheme

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	Internal	External
Theory	3 Internal Exams of 20 Marks (During the Semester) (Best 2 will be taken)	1 External Exams (At the End of Semester)

Content of the Course

Theory

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TotalNo.ofLectures:60Hrs.

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Units	Topics	No.of Lectures
I	Financial Management : Concept , Nature , Scope , Characteristics of Sound Financial Plan , Objectives of Sound Financial Plan , Consideration of Formulation of Financial Plan , Steps in Financial Plan . Finance Decision : Financing Decisions , Investment Decisions , Working Capital Decisions , Dividend Decision .	18
II	Personnel Management : Concept , Duties of Personnel Manager , Scope and Importance , Career Planning – Introduction , Meaning and Objectives , Career Planning v/s Manpower Planning , Individual Career Planning , Self-awareness Career Management Meaning and Elements , Career Models . Benefits of Career Planning and Development , Success in Career.	18
III	Production Management : Concept , Importance , Scope and Functions . Types of Production Systems , Production Planning , Procedure of Production Control , Process of New Product Development , Concept of Product Diversification , Standardisation , Simplification and Specialisation .	18
IV	Marketing Management : Concept , Nature and Scope , Marketing Environment , Marketing Information and Research . Marketing Mix , Advertising Management , Media of Advertising . Sales Promotion – Meaning , Importance , Methods and Limitations .	18
V	Digital Marketing : Introduction , Digital Vs. Real Marketing , Digital Marketing Channels , Creating Initial Digital Marketing Plan . Business Ethics : Nature , Characteristics and Need . Ethical Practices in Management Fair Trade Practices .	18

Reference Books:

- Motihar M. – Functional Management
- Pandey I.M – Financial Management
- Chary S.N. – Production and Operations Management
- Kotler Philip – Marketing Management



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B.B.A. VI Semester

Subject- Wages and Salary Management

Paper- DSE I

Course Outcomes

CO.No.	Course Outcomes	Cognitive Level
CO1	Get the basic logic and design characteristics of Wages and Salary Management	K,U
CO2	Recognize how wages & salary decisions help the organization to solve wages & salary related problems	K
CO3	Understanding the facts of wages and salary fixation , Structure and rational payment	U
CO4	Understand the various rules and regulations regarding wages and salary management	U
CO5	Get the basic knowledge of e-record for wages and salary payment	K

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Theory	6	40	60	100

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Content of the Course

Theory

No. of Lectures (in hours per week): 2 Hrs. perweek

TotalNo.ofLectures:60Hrs.

Maximum Marks: 60

Units	Topics	No.of Lectures
I	Introduction to Wages and Salary Management: - Concept, Objective, Needs, Characteristics and challenges of Wages and Salary Management, General concept of Wages and Salary- Definition, Meaning and characteristics of Wages and Salary, Difference between Wages and Salary.	18
II	Facts of Wages: - Wages Structure, Type of Wage, Theories of Wage, Fixation and Payment of wage, Payment of overtime.	18
III	Salary Structure: - Meaning and description of basic pay, Dearness allowance, House Rent Allowance and Other Allowance. Salary Fixation- Principles, Increment of Salary and Bonus. Incentive Plans – Individual and group incentive plans, Profit Sharing Scheme, Employee stock ownership plan and Fringe benefits.	18
IV	Job Evaluation and Record Keeping: - Concept, Need and Techniques of Job Evaluation, Labour Transfer – Causes and Impact. Record Keeping of Wages and Salary – E-record Keeping of payment, Tax Deduction, Wage Roll and Payroll, Pay slips and Payroll reports.	18
V	Regulations of Wages and Salary Administration in India: - Brief description of Labour Act, Wage board and Pay Commission, Implementation of Minimum Wage Act in India. Relation between Trade union and industries in the light of Wage revision and Labour welfare.	18

Reference Books:

- Mamoria , C.B. & Gurka , S.V. – Personnel Management , Tata McGraw – Hill , New Delhi
- Singh , B.D. Compensation and Reward Management , Excel Publication
- Sharma , A.M. Understanding wage system , Himalaya Publications New Delhi
- Pramod Verma – Labour Economics and Industrial Relations





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Subject- Employee Relation and Compensation Management

Paper- DSE I

Course Outcomes

CO.No.	Course Outcomes	Cognitive Level
CO1	Understand the Concept and Importance of Employee Relation	U
CO2	Understand the Strategies and Policies of Employee Relation	U
CO3	Understand the Objectives and Principles of Compensation Management	U,K
CO4	Understand the Compensation Planning	U
CO5	Understand Designing of Compensation System	U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100

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No. of Lectures (in hours per week): 2 Hrs. perweek

TotalNo.ofLectures:60Hrs.

Maximum Marks: 60

Units	Topics	No.of Lectures
I	Introduction to Employees Relation: - Meaning, Definition of Employees Relation Nature of Work and Importance of Employees Relationship, Challenges and Barriers of Employee Relationship.	18
II	Employee Relation and Role of Employment: - Determining shape of the Employee Relationship, Significance, Strategies and Policies of employee relations, Individualism and Collectivism, Joint and Unilateral regulation of Employment, Centralised and Decentralised approaches to Employment relation, Role of Government in Employment relations.	18
III	Introduction to compensations Management: - Definition, Objectives, Principles, Importance of Compensation Management, Types of Compensation, Compensation Approaches. Retirement benefits – Description of Provident Fund, Gratuity and pension.	18
IV	Compensation Planning: - Level, Structure and System, Decisions of Compensation level and planning, Factors influencing Compensation Planning, Employee Benefit Program, Nature and Types of Benefits.	18
V	Designing Organisation System: - Building internally consistent Compensation System-Creating internal equity through jobs analysis and job evaluation, Building market competitive compensation System, Compensation Surveys.	18

Reference Books:

- VK Kharbanda& Vipul Kharbanda, Law Publishing House Handbook Of Employee's Compensation Act, 1923 , Edition 2020
- Dipak Kumar Bhattacharyya, Compensation Management , Second Edition



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