



ST. ALOYSIUS COLLEGE (AUTONOMOUS), JABALPUR

Reaccredited 'A++' Grade by NAAC (CGPA:3.58/4.00)

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.)

Semester -V

Group - A

Subject- Human Resource Development

Paper- Core

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Understand the Concept of Human Resource Management	U
CO 2	Understand the Human Resource Planning	K,
CO 3	Understand the Human Resource Development Process	L
CO 4	Understand the Importance of Learning and Human Resource Development	App
CO 5	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	Internal:40 Marks 3 Internal Exams of 20 Marks each (During the Semester) (Best 2 will be taken)	External: 60 marks (At the End of Semester)



Content of the Course



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Theory

No. of Lectures (in hours per week): -05

Total No. of Lectures: -50

Maximum Marks: 100

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.	10
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.	10
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.	10
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.	10
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.	10

REFERENCE

- Dawra Sudhir Human Resource Development, Indica Publishers & Distributors Pvt. Ltd. New Delhi.
- Sudha G.S. Human Resource Management, RBD Publishing House Jaipur.



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Faculty of Management

Bachelor of Business Administration (B.B.A.)

Semester -V

Group - A

Subject- Personnel Management and Industrial Relations

Paper- DSE I

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Get a Comprehensive understanding of the elements of Personnel Management.	U
CO 2	Derive the Utility of key principles of Personnel Management.	L
CO 3	Understanding the Industrial Relation and their environmental framework.	U K
CO 4	Understand the evolution of industrial relation and their modern applicability.	App
CO 5	Understanding the job duties and responsibilities of Personnel Manager and to gain practical understanding of Personnel Audit.	K

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100

Evaluation Scheme

	Marks	
	Internal	External
Theory	Internal:40 Marks 3 Internal Exams of 20 Marks each (During the Semester) (Best 2 will be taken)	External: 60 marks (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): -05

Total No. of Lectures: -50

Maximum Marks: 100

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.	10
II	Performance Appraisal and Promotion: Need, Principles and Methods of Performance Appraisal. Concept of Promotion, Promotion Policy, Types of Promotion, Transfer Policy, etc.	10
III	Industrial Relation: Concept, Nature, Objective, Scope & Parties to Industrial Relation, Factors affecting Industrial Relation, System Approach to Industrial Relation, Environmental Framework of Industrial Relations.	10
IV	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.	10

REFERENCE

- 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.)

Semester -VI

Group - A

Subject- Functional Management

Paper- Core

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Understand the Concept of Financial Management	U
CO 2	Understand the Concept of Personnel Management	K
CO 3	Understand the Concept of Production Management	L
CO 4	Understand the Concept of Marketing Management	An
CO 5	Understand the Concept of Digital Marketing	L

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	6	40	60	100

Evaluation Scheme

	Marks	
	Internal	External
Theory	Internal:40 Marks 3 Internal Exams of 20 Marks each (During the Semester) (Best 2 will be taken)	External: 60 marks (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): -05

Total No. of Lectures: - 50

Maximum Marks: 100

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.	10
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.	10
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, Standardization, Simplification and Specialization.	10
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.	10
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.	10

REFERENCE

- Motihar M. - Functional Management
- Pandey I.M - Financial Management
- Chary S.N. - Production and Operations Management



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Semester VI

Group - A

Subject- Wages and Salary Management

Paper- DSE I

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Get the basic logic and design characteristics of Wages and Salary Management	K
CO 2	Recognize how wages & salary decisions help the organization to solve wages & salary related problems	An
CO 3	Understanding the facts of wages and salary fixation, Structure and rational payment	U
CO 4	Understand the various rules and regulations regarding wages and salary management	L
CO 5	Get the basic knowledge of e-record for wages and salary payment	U

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100

Evaluation Scheme

	Marks	
	Internal	External
Theory	Internal:40 Marks 3 Internal Exams of 20 Marks each (During the Semester) (Best 2 will be taken)	External: 60 marks (At the End of Semester)





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Content of the Course

Theory

No. of Lectures (in hours per week): -05

Total No. of Lectures: -50

Maximum Marks: 100

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.	10
II	Facts of Wages: - Wages Structure, Type of Wage, Theories of Wage, Fixation and Payment of wage, Payment of overtime.	10
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. Tax implications on salary structure: Old Vs New Tax regime (Introduction) Incentive Plans – Individual and group incentive plans, Profit Sharing Scheme, Employee stock ownership plan and Fringe benefits. Retirement benefits – Description of Provident Fund, Gratuity and pension.	10
IV	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 (New Act with amendments .) Relation between Trade union and industries in the light of Wage revision and Labour welfare.	10

REFERENCE

- 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

(Signatures)



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Semester -VI

Group A

Subject- Employee Relation and Compensation Management

Paper- DSE II

Course Outcomes

CO. No.	Course Outcomes	Cognitive Level
CO 1	Understand the Concept and Importance of Employee Relation	U
CO 2	Understand the Strategies and Policies of Employee Relation	K
CO 3	Understand the Objectives and Principles of Compensation Management	L
CO 4	Understand the Compensation Planning	App
CO 5	Understand Designing of Compensation System	App

Credit and Marking Scheme

	Credits	Marks		Total Marks
		Internal	External	
Theory	4	40	60	100

Evaluation Scheme

	Marks	
	Internal	External
Theory	Internal:40 Marks 3 Internal Exams of 20 Marks each (During the Semester) (Best 2 will be taken)	External: 60 marks (At the End of Semester)





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Theory

No. of Lectures (in hours per week): -05

Total No. of Lectures: - 50

Maximum Marks: 100

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.	-
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, Centralized and Decentralized approaches to Employment relation, Role of Government in Employment relations.	-
III	Introduction to Compensations Management: - Definition, Objectives, Principles, Importance of Compensation Management, Types of Compensation, Compensation Approaches.	-
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.	-

REFERENCE

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