

Evaluation Scheme

B.B.A. 3 rd Year-V semester Course Structure-Faculty of Management																	
Compulsory courses for all B.B.A. 3 rd Year- V semester students(Level 7)																	
Sl. No	Paper Code	Paper Title	Credits	L: Tutor e:T: Tutor ial:P: Prac tical			Marks Distribution				Total Marks (CCE+UE) Theory	Passing Marks	Total Marks (CCE) Practical	Total Marks (UE) Practical (CCE+UE)	Subject/ Course/type/ Total Credits		
				L	T	P	CCE (Max)	CE (Mix)	UE (Max)	UE (Min)							
1.	UHUMIAMG301	Human Resources Development	6	6	0	0	40	14	60	21	100	35	NA	NA	NA	Major	
2.	UWAGEMG302	Wages and Salary Management	4	4	0	0	40	14	60	21	100	35	NA	NA	NA	DSE	
3.	UOFFIMG303	Office Procedures & Practices (Theory)	3	3	0	0	40	14	60	21	100	35	NA	NA	NA	Vocational (SEC)	
4.	UOFFIMG304	Office Procedures & Practices (Practical)	1	0	0	2	NA	NA	NA	NA	NA	NA	NA	100	100	Vocational (SEC)	
5.	UFIELMG305	Field Project	6	-	-	-	NA	NA	NA	NA	NA	NA	100	100	100	Project	
Total											20		300			200	500

HUMAN RESOURCE DEVELOPMENT

UHUMAMG301

Total Marks-100

Passing Marks-35

Sub. Type- Major (Credit-6)

Lectures: - 90 Hrs

Pre-requisite (if any) - The student must have studied this group in 2nd year- (Diploma)

Part A- Introduction

Course learning outcomes (CLO)

On successful completion of this course, the students will be able to:-

- To understand the concept of Human Resource Management
- To understand the Human Resource Planning
- To understand the Human Resource Development Process
- To understand the importance of Learning and Human Resource Development
- To understand the Process of Human Resource Development Activities

Part B - Content of the course

Unit-1

Introduction to Human Resource Development- Concept and Evaluation, Relationship between Human Resource Management and Human Resource Development. Human Resource Development mechanism, process and outcomes.

Unit-2

Human Resource Planning- Introduction, Meaning, Definition, Features, Need, Objectives, Importance of Human Resource Planning, Methods of Human Resource Planning, Factors affecting Human Resource Planning.

Unit-3

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.

Unit-4

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.

Unit-5

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.

Part C - Learning Resources

Suggested Readings:

Text Books, Reference Books, Other resources

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

Suggestive digital platforms/ web links

1. https://en.wikipedia.org/wiki/Human_resource_management
2. <https://www.yourarticlelibrary.com/hrm/human-resource-management-meaning-objectives-scope-and-functions/35229>

WAGES AND SALARY MANAGEMENT

UWAGEMG302

Total Marks-100

Passing Marks-35

Sub. Type- Discipline Specific Elective (Credit-4)

Lectures: - 60 Hrs

Pre-requisite (if any) - The student must have studies this group in 2nd year- (Diploma)

Part A- Introduction

Course learning outcomes (CLO)

On successful completion of this course, the students will be able to:-

- Get the basic logic and design characteristics of Wages and Salary Management.
- Recognize how wages & salary decisions help the organisation especially the students will be able to analyze, interrogate and apply the knowledge to solve wages and salary related problems in organisation.
- Understanding the facts of wages and salary fixation, structure and rational payment.
- Understand the various rules and regulations regarding wages and salary management.
- Get the basic knowledge of e-record for wages and salary payment.

Part B - Content of the course

Unit-1

Introduction of Wages and Salary Management: Concept, Objectives Need, 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.

Unit-2

Facts of Wages: Wages structure, type of wage, theories of wage, fixation and payment of wage, payment of overtime.

Unit-3

Salary Structure: Meaning and description of basic pay, Dearness allowance, House Rent Allowance and Other Allowances. 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.

Retirement benefits - Description of Provident fund, Gratuity and pension.

Unit-4

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.

Unit-5

Regulation 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 unions and industries in the light of wage revision and labour welfare.

Part C - Learning Resources

Suggested Readings:

Text Books, Reference Books, Other resources

1. Mamoria, C.B. & Gurka, S.V. - Personnel Management, Tata McGraw-Hill, New Delhi.
2. Rao T.V., Performance Management: Towan organisational excellenc, Sage publication N.delhi.
3. Singh, B.D., Compentation and reward management, Excel Publication.
4. Sharma, A.M. Understanding wage system, Himalaya Publications New Delhi.
5. Pramod Verma - Labour Economics and Industrial relations.
6. Nadhini, Ashok K. Tally ERP-9 Training Guide, B.P.B. Publication.
7. S.C. Shrivastava, Industrial Relationan Labour Law.
8. Factory Act, 1948
9. Minimum Wage Act, 1948

10. Pradeep Kumar Das- Compensation and Reward Management, Himalaya Publications New Delhi.
11. Dr.H.C.Mahrotra, Income Tax Law and Accounts, Shahitya bhavan Publication Agra.
12. Dr. V.C. Sinha, Labor Economics, National Publishing House, New Delhi

Suggestive digital platforms/ web links

1. <http://www.sdcollegehsp.net>>....(PDF)
2. <http://primelegal.in>>Articles
3. <http://www.livemint.com>>india
4. <http://www.economicdiscussion.net>>..
5. <http://www.govdocs.com>>5wage
6. <http://www.iare.ac.in>>files....(PDF)
7. <http://www.mdudde.net>>pdf.ma.....(pdf)

Suggested equivalent online courses: Through NP-TEL, SWAYAM Portal

OFFICE PROCEDURES & PRACTICES (Theory)

UOFFICMG303

Total Marks-100

Passing Marks-35

Sub. Type- Skill Enhance Course (Vocational)

Lectures: - 45 Hrs

Pre-requisite (if any) - Beginner (Level-1) Course

Course learning outcomes (CLO)

At the end of the Course, the students will be able to:

- Understand the concept of Office, role of Office Manager
- Differentiate between Organizational Charts and Manuals
- Manage secretarial activities independently like filling online and offline office forms. mail
- Handling, filing and indexing, managing stationery etc. Communicate effectively and handle communication services independently - oral and
- Written communication, barriers, observe telephone etiquettes. Handle and operate different types of Office Machines
- Draft different types of Business and Govt. letters
- Understand different terms related to meetings and conduct meetings
- Prepare Itinerary and make travel arrangements.
- Identify various services provided by the Banks

Credit Value- 3 (Theory) + 1 (Practical) = 04

Part B- Content of the Course- Credit- 3 (3 hrs. /week)

Modules	Topics	No. of lectures (Total 45)
I	INTRODUCTION TO SECRETARIAL PRACTICE Meaning, Importance, Types and Duties, Changing Profile of a Secretary. Qualifications and Personal Qualities of a Secretary, Time Management Meaning and Importance	10
II	OFFICE FORMS AND STATIONERY:- Office Forms, Meaning, importance and advantages of Office forms. Computerization of office forms, Principles of Form Designing, Office Stationery, Methods of purchasing stationery, Purchase Procedure. Storing Stationery, Control on consumption of stationery, Maintenance of Stock Register, Physical verification of Stock.	11

III	COMMUNICATION:- Meaning. Importance and Types of communication, Elements of communication Process. Methods of communication. Verbal (Oral and Written). Non Verbal Characteristics of Effective Communication, Barriers to Communication Telephone Etiquettes.	12
IV	CORRESPONDENCE-BUSINESS AND GOVERNMENT Business Correspondence - meaning, importance and essentials Parts of Business Letter, Types of Business letters, Enquiry Letter, Quotation Letter Placing an Order. Execution of Order, Adjustment Letter. Display of a Business Letter Indented Style. Fully Block Style. Semi Block Style, Writing Job Applications and Resume Government Correspondence. Official Letter, Correspondence. Official Letter, Semi-Official Letter, Memorandum, Notification. Office Order, Circulars, Endorsement.	12

Part C-Learning Resources

1. Office Management & Secretarial Practice -Dr. I.M. Sahai -Sahitya Bhavan Publications Agra
2. Manual of Office Procedure - Sumedha Publishing House
3. Office Management and Secretarial Practice - Divya Rajni, Sharma Galgotiya publishing company
4. Office Management-Bhagvathi, Pillai - S.Chand Publication.

Suggested equivalent online courses: e-reading:

1. https://cbseacademic.nic.in/web-material/Curriculum/Vocational/2018/Study_Material_XI_Office_Procedures_Practices.PDF
2. [https://www.istm.gov.in/home/rti disclosure/95](https://www.istm.gov.in/home/rti%20disclosure/95)
3. [http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%202011/material/new/Office%20Procedure VR 15.pdf](http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%202011/material/new/Office%20Procedure%20VR%2015.pdf)
4. <http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%202011/material/Office%20Management%20&%20Procedures.pdf>
5. <https://egyankosh.ac.in/handle/123456789/1557>

OFFICE PROCEDURES & PRACTICES (Practical)

UOFFICMG304

Total Marks-100

Passing Marks-35

Sub. Type- Skill Enhance Course (Vocational)

Practical: - 30 Hrs

Pre-requisite (if any) - Beginner (Level-1) Course

Course learning outcomes (CLO)

At the end of the Course, the students will be able to:

- Understand the concept of Office, role of Office Manager
- Differentiate between Organizational Charts and Manuals
- Manage secretarial activities independently like filling online and offline office forms. mail,
- Handling, filing and indexing, managing stationery etc. Communicate effectively and handle communication services independently - oral and
- Written communication, barriers, observe telephone etiquettes. Handle and operate different types of Office Machines
- Draft different types of Business and Govt. letters
- Understand different terms related to meetings and conduct meetings
- Prepare Itinerary and make travel arrangements.
- Identify various services provided by the Banks

Credit Value- 3 (Theory) + 1 (Practical) = 04

Credit-1 (Practical- 2 hrs/ week)

OFFICE-SPACE AND ENVIRONMENT MANAGEMENT

- During the visit mentioned above, the students should observe the office layout, environment aspects of the office. Physical amenities provided to the staff etc.
- The changing scenario in the office being visited has to be observed by the students and their views presented in the Project Report.

OFFICE FORMS AND STATIONERY

- The student's should practice filling up of different types of forms-off line and online. (At least five different type of forms)
- The students should practice making entries in Bin Cards, Stationery Requisition Slip. Issue of Stationery and Stock Register.

COMMUNICATION

- Role Play by the students on different aspects of Nonverbal Communication.
- Practice of Telephone Handling and observing telephone etiquettes while making calls and receiving Calls.

OFFICE MACHINES

- The students should practice on different office machines like Photocopier, FAX, Franking Machines, Laptop, Computers etc.

CORRESPONDENCE - BUSINESS AND GOVERNMENT

- The students should practice drafting and typing different types of Business letters like Enquiry, Quotations, Placing an Order, Execution of Order, and Adjustment Letters etc.
- The students should practice preparation of Resume and fill upon-line job application forms. (at least two application forms online)
- The students should gain knowledge of formats of Memorandum, Notification, Endorsement, Circulars, Official and Semi-official letters and also the use of each.

Part C-Learning Resources

1. Office Management & Secretarial Practice -Dr. I.M. Sahai -Sahitya Bhavan Publications Agra
2. Manual of Office Procedure - Sumedha Publishing House
3. Office Management and Secretarial Practice - Divya Rajni, Sharma Galgotiya publishing company
4. Office Management-Bhagvathi, Pillai - S.Chand Publication.

Suggested equivalent online courses: e-reading:

1. https://cbseacademic.nic.in/webmaterial/Curriculum/Vocational/2018/Study_Material_XI_Office_Procedures_Practices.PDF
2. [https://www.istm.gov.in/home/rti disclosure/95](https://www.istm.gov.in/home/rti%20disclosure/95)
3. [http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%2011/material/new/Office%20Procedure VR 15.pdf](http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%2011/material/new/Office%20Procedure%20VR%2015.pdf)
4. <http://www.mcrhrdi.gov.in/DR%20Assistants%20final-%20Batch%2011/material/Office%20Management%20&%20Procedures.pdf>
5. <https://egyankosh.ac.in/handle/123456789/1557>