

25

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

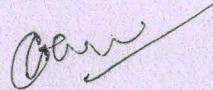

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 201~~9~~²⁰ - ~~20~~²²

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester Business Environment Paper Code B.B.A.-301

- Unit - I Introduction :**
Concept, Nature, Structure, Significance of Business Environment, Basic Indicators of Economic, Development and Performance of Indian Economy.
Indian Economic Planning, Major Objectives and Assessment of Five Year Plans.
- Unit - II Social and Ethical Environment :**
Social Responsibility of Business, Business Ethics and Corporate Governance Problems of Regional Imbalances and Economic Development.
In India Process of Privatization Through Disinvestment.
- Unit - III Labour and Industrial Environment :**
Labour Environment, Industrial Policy and Performance, Public Sectors in India Process of Privatization Through Disinvestment.
- Unit - IV Economic Environment :**
The Indian Financial Sector, Indian Monetary and Social Policy and Its Implication, Capital Market in India, Process of Economic Reforms.
- Unit - V Technological and Competitive Environment :**
Technology Policy and Environment, Selection and Transfer Issues Energy Resource Management.
Competitive Environment.

ms  

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 201~~5-16~~ ~~2019-20~~ 2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester
Company Law
Paper Code B.B.A.-302

- Unit - I Introduction :
Development of Company Law, Objectives of Company Law, Kinds of Companies, Advantages, Management and Administration of Companies.
- Unit - II Formation of a Company :
Meaning of Formation of a Company, Stages in Formation of a Company Promotion of a Company, Registration and Incorporation of a Company, Certificate of incorporation and Commencement of Business Promoters - Company Promoters, Legal Position of a Promoters, Functions of Promoters, Remuneration of Promoters, Duties and Obligations of Promoters and Liabilities of Promoters.
- Unit - III Memorandum of Association :
Form of Memorandum of Association, Clauses of Memorandum of Association, Alteration of Memorandum of Association and Articles of Association.
- Unit - IV Prospectus of a Company :
Definition of Prospectus, Legal rules relating to the issue of prospectus, Share and Share Capital, Borrowing Powers.
- Unit - V Winding up of a Company :
Prevention of Oppression and Mis-management, Provisions Regarding Winding up of a Company.

hms
Om

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील


Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~ 2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester
~~Company Law~~ Quantitative Techniques.
Paper Code B.B.A.-303

- Unit - I Regression Analysis :
Meaning and Uses of Regression analysis, Regression Lines, Regression Co-Efficient, Regression Equations (a) By using Mean, SD and Coefficient of Correlation and (b) by using method of least square.
- Unit - II Analysis of Time-Series :
Meaning and Uses of time series analysis, Components of time series, Measurement of trend by using moving average method and method of least square, Measurement of seasonal variation by using simple average method (monthly and quarterly)
- Unit - III Probability :
Concept and Importance of the probability, Basic interminably, calculation of probability, Addition Theorem, Multiplication theorem.
- Unit - IV Association of attributes, Chi-square test- meaning and uses of chi-square measure.
- Unit - V Tests and Hypothesis :
(A) Concept of Standard error, Test of Significance, Large samples Problems relating to test of significance of means, Test of significance of proportions.
(B) Test of significance of small samples 't' test for significance of means only.

ms 

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर रोगेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~ 2021-22

Max. Marks / अधिकतम अंक : 40

**B.B.A. III Semester
Higher Accounting
Paper Code B.B.A.-304**

- Unit - I Concept of partnership, partnership deed, Preparation of capital account, Past adjustment, Goodwill, Change in profit sharing ratio, Admission of a partner, Retirement of a partner, Death of partner.
- Unit - II Amalgamation of partnership firms, Dissolution of a partnership, firm, sale of firm.
- Unit - III Accounts for hires purchase and installment system, Investment accounting.
- Unit - IV Accounting for insurance companies and Accounting for banks and Accounting policies for banking sector.
- Unit - V Double account system (including accounts of electricity companies) Hotel company's accounts.

ms *Ben*

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशासित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16

2019-20
2021-22

Max. Marks / अधिकतम अंक : 40

**B.B.A. III Semester
Organizational Behavior
Paper Code B.B.A.-305**

- Unit - I** **Introduction :**
The emergence of organizational behavior, Nature, Foundations and Determinates of organizations behavior, Model of organizational behavior, Challenges and Opportunities for Organizational behavior, Modern Perspective on organizational behavior.
- Unit - II** **Individual Behavior and Behavioral Services :**
Individual behavior, Perception, Perceptual organization and perceptual process. Components, Theoretical, process and principles of learning. Nature, Dimensions, Types Factors and Measurement of Attitude.
- Unit - III** **Group and Interpersonal Process :**
Dynamics of formal and informal work groups, Theories of group, Comparative study of formal and informal organizational and functions of group. Leadership and its theories, Leadership styles, Liberts management systems and choice of leadership style.
- Unit - IV** **Motivation and Organizational Culture :**
Emerging perceive of motivation, Types of motives, Motivation, Approaches. Dynamics of conflicts and negotiation. Nature and common attribute of organizational culture, Models of International culture, Dimensions and Impact of culture on international organizational behavior.
- Unit - V** **Organizational Dynamics :**
Organizational change, Resistance to change, Change agent, Process of Organizational development, Intervention techniques. Carrier dynamics, Carrier planning and carrier Management, Main issues of international dimensions and Emergence of international managment.

W

Boys

रासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठयक्रम अध्ययन गण्डल द्वारा अनुशासित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~ 2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. III Semester
Development of Management Thought
Paper Code B.B.A.-306

- Unit - I Evolution of Management Thought, Mechanistic Approach, humanistic Approach, Contingency Approach, Early Contributors (Charles Babbage, Frank Gilbreth, H.L. Gantt.)
- Unit - II Schools of Management, Thought Process School, Empirical School, Human Behavior School, Social Systems School, Decision Theory School, Mathematical School, Comparative Management School.
- Unit - III Scientific Management, Evolution and Principles, Contribution of Henri Fayol, Oliver Sheldon's Philosophy of Management, Contributions of Mary Parker Follett, Chester I Barnard.
- Unit - IV Hawthome Experiments James Burnharm, Theory of Managerial Revolution, Maslow's Theory of Motivation, Herzberg's Two-Factor Theory, Me Gregor's Theory X and Theory Y.
- Unit - V Herbert Simon's Decision Making Theory, Contribution of Peter F Drucker- MBO, Chairs Argyris- Immaturity Maturity Model, William G Ouchi-Theory Z, Gary Hamel-Concept of Core Competence, Torm-Peters-Seven S Model, Henry Mintzberg-Managerial Roles.

W *B*

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

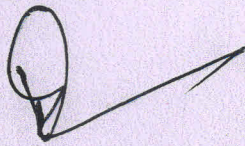
Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~ 2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Management Information System
Paper Code B.B.A.- 501

- Unit - I** **An Overview :**
MIS-Meaning of Management, Information and System, Meaning Objectives and Classification of MIS, Framework for MIS, Organization and Management, Information needs and its economics, System approach, MIS and levels of Management, MIS design, Implementation of MIS, Approaches of MIS development and Limitations of MIS.
- Unit - II** **Information System for Decision Making :**
Transaction processing system, Decision support systems, Executive information system, Expert system and office automation system.
- Unit - III** **Information system in Business :**
Functional areas of business information system - manufacturing marketing, Quality, Financial and Accounting, Research and Development and Human Resource information system.
- Unit - IV** **System Analysis and Design :**
Meaning of systems analysis, System development life cycle, Proto typing, Rapid application development (RAD) End - User Computing, Software packages, Outsourcing, Tools for information systems development, Computer added software engineering and challenges in developing information system.
- Unit - V** **Strategic Management Information System :**
Meaning, Characteristics of SMIS, Strategic planning for MIS, Development of SMIS, Strategy implementation and Barriers to development of SMIS.

MB
Chauhan 

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशासित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-~~16~~ ²⁰ ~~20~~ ²⁰²¹⁻²²

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Banking Law and Practices
Paper Code B.B.A.- 502

- Unit - I** **Introduction :**
Origin, Definition, Function of Banks, Classification of Banks, Development and Organizational Structure of Banks, Challenge for Indian Banking Industry.
Functions / Services and Principles of Commercial Banks.
- Unit - II** **RBI and Banking Regulation Act :**
Reserve Bank of India - Organisation, Function and Appraisal, Powers of the Reserve Bank and Nomination of Deposit Accounts and Lockers.
Scheme of the Banking Regulation Act, Application of the Act-General Provisions, Management and Control, Loans and Advances, Assets of a Banking Company.
- Unit - III** **Banker and Customers Satisfaction :**
Meaning of Banker and Customer, Relationship between Banker and Customers, Obligations of Banker, Banker's duty to Maintain Secrecy of the Customers Account and Rights of the Banker.
Customers Satisfaction and its Practices.
- Unit - IV** **Accounts of Customers :**
Various types of Deposit Accounts, Opening and Operation, Deposit Schemes, Insurance of Bank Deposits and Steps for Improving Customers Service in Banks, Evaluation of Customers Satisfaction, Problems Phased by the Customers and Suggestion for Improvements.
- Unit - V** **Bank Credit and Policy :**
Dehejia Committee Report, 1969
Tandon Committee Report, 1975
Chore Committee Report, 1980
Marathe Committee Report, 1984
Recent RBI Guidelines Regarding Bank Credit

WJ
Bera

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015

~~2019-20~~
2021-22

Max. Marks / अधिकतम अंक : 40

**B.B.A. V Semester
Insurance Management
Paper Code B.B.A.- 503**

- Unit - I** **Nature of Insurance :**
Origin and Development of Insurance, Essential Elements Necessary for Insurance, Scope of Insurance, Nature of Insurance, Function of Insurance, Importance of Insurance and Types of Insurance.
- Unit - II** **Organisation of Insurance :**
Organisation of Insurance, Insurance Organization in India. Role of Insurance, Risk Management and Insurance.
- Unit - III** **Insurance Contract :**
Meaning of Insurance Contract, Principal of Insurance Contract, Over Insurance and under Insurance, Difference Insurance Contract and General contract, Difference between Contract of Indemnity and Life Insurance Contract.
- Unit - IV** **Insurance Legislation in India :**
A brief history of Insurance legislation in India. The Insurance Act 1938 with important Provisions, Indian Insurance Industry and Insurance in India.
- Unit - V** **Insurance regulatory and Development Authority Act 1995 and Insurance Regulatory, Development Authority Regulation 2000 and 2002 Regarding Amended Provisions.**

Wf
Ben

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~

2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Management of Financial Institutions
Paper Code B.B.A.- F - 504

- Unit - I** Working of Financial Institutions :
Financial Assistance of Institutions, Financing Policies and Norms of Institutions Promotional Activities.
- Unit - II** Major Financial Institutions :
IFCI - Industrial Finance Corporation of India
IDBI - Industrial Development Bank of India
ICICI - Industrial Credit and Investment Corporation of India
UTI - Unit Trust of India
- Unit - III** Banking Institutions :
Reserve Bank of India - Introduction, Organization, Management, Role and its Functions.
Commercial Banks - Concepts Source of Funds, Investment of Funds
Co-operative - Features, Types, Structure and Growth
- Unit - IV** Non-Banking Financial Intermediaries :
HUDC : Housing and Urban Development Corporation.
SHFSs : State Housing Finance Societies
HDFC : Housing Development Financing Corporation
Investment Companies and Merchant Bank
- Unit - V** Insurance Companies :
Nature of Insurance, Life Insurance Corporation
LIC : Organization, Types and Structure of Insurance Plans, Investment Pattern and Policy
GIC : General Insurance Corporation, Organization, Types and Structure of Business

ms
B

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2019-20~~ 2019-20
2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Investment Management
Paper Code B.B.A.- F - 505

- Unit - I** Introduction :
Types of Investment, Objectives of Investment, Types of Investors, Nature and Scope of Investment Management, Investment V/s Speculation, Investment Process, Investment Categories, Investment Alternatives.
- Unit - II** Stock Exchange in India :
Organization and Function of Stock Exchange, Primary V/s Secondary Market, Regulation of Stock Market in India, Function and Operation of Security, Exchange of India (SEBI), Present Scenario of Capital Markets.
- Unit - III** Economic Analysis, Industrial Analysis, Company Analysis, Technical Analysis and Efficient Market Theory.
- Unit - IV** Portfolio Analysis :
Portfolio Analysis, Portfolio Selection and Techniques of Portfolio Revision.
- Unit - V** Classification of Investment Companies, Performance Measurement of Portfolios, New Directions in Investment Management.

Handwritten signatures and initials.

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015-16 ~~2015-16~~ 2019-20
2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Indian Financial System
Paper Code B.B.A.- F - 506

- Unit - I** **Introduction :**
Formal and Informal Financial Systems, Functions of Financial System, Nature and Role of Financial Institutions and Financial Markets, Financial System and The Economy.
- Unit - II** **Reforms in the Financial System :**
Objectives of Financial System Reforms and Indian Financial System in the Pre-reforms, Period, Meaning of New Financial Instrument and Types of New Financial Instruments.
- Unit - III** **Disinvestment of Public Sector Undertakings :**
Meaning of Public Sector Undertakings, Meaning and Objectives of Disinvestment, History of Disinvestment, Disinvestment Machinery, PSU Self-off Methods, Evaluating the Disinvestment Programme and Disinvestment of PSU's.
- Unit - IV** **Mutual Funds :**
Benefits of Mutual Funds, Mutual Funds in India, Role of Mutual Funds, Types of Mutual Funds, Organization of Mutual Fund, SEBI (Mutual Funds) Regulations, 1996 and SEBI Guidelines (2001-2002) Relating to Mutual Funds, Association of Mutual Funds in India and Performance of Mutual Funds in India.
- Unit - V** **Financial Regulation :**
Profile of SEBI, Management of SEBI Under the SEBI Act, 1992, Power and Functions of SEBI, Achievements of SEBI, Joint Parliamentary Committee on SEBI and Future Plans of SEBI.

MB
Ans

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 201~~5~~ ²⁰¹⁹⁻²⁰ ₂₀₂₁₋₂₂

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Management Training And Development
Paper Code B.B.A.- HRM - 504

- Unit - I** **Introduction :**
Concept, Need and Objectives of Training, Principles of Training, Methods of Training and Training Policy.
- Unit - II** **Employees Training :**
Training Process, Identification of Training Needs, Planning of Training Programme, Selection of Trainees, Implementation of Training, Performance Evaluation of Training and Follow-up Training.
- Unit - III** **Management Executive Development :**
Importance of Training and Development, Objectives of Training and Development, Executive Training and Development Process, Methods of Training and Development and its Selection, Evaluation of Training and Development, Management Training and Development Practices in India.
- Unit - IV** **Performance Appraisal :**
Basic Concepts of Performance Appraisal, Factors Affecting Performance Appraisal, Criteria of Performance Appraisal, Performance Appraisal Methods, Limitation of Performance Appraisal, Methods and Performance Appraisal in Indian Organization.
- Unit - V** **Career Development :**
Basic Concepts, Stages of Career Development, Importance and Limitations, Various Career Development Programmes and Carrier Dynamics.

ms
Ben

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015

~~2019-20~~
2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Industrial Relations
Paper Code B.B.A.- HRM - 505

- Unit - I** **Introduction :**
Meaning, Nature and Significance of Industrial Relations, Approaches to Industrial Relations, Conditions for Good Industrial Relations, Suggestions to Improve Industrial Relations and Industrial Relations in India.
- Unit - II** **Industrial Disputes :**
Meaning Forms, Causes and Results of Disputes, Methods for the Prevention and Settlement of Industrial Disputes, Authorities for the Settlement of Disputes and Industrial Disputes in India.
- Unit - III** **Human Relations :**
Meaning and Approaches, Difference between HR and IR, Importance of HR in Maintaining good Industrial Relations and Theories of Human Relations.
- Unit - IV** **Employee Discipline :**
Concept Importance and Types of Discipline, Arguments Against Negative Discipline, Essentials of a Good Disciplinary System, Kinds of Punishment, Procedure for Taking Disciplinary Action.
- Unit - V** **Grievance :**
Meaning and Causes of Grievance, Grievance Procedure, Settlement of Grievance in Indian Industry, Employees Counseling.

WAB
[Signature]

शासकीय कमलाराजा कन्या स्नातकोत्तर स्वशासी महाविद्यालय ग्वालियर (म.प्र.)

स्नातक स्तर पर सेमेस्टर पद्धति के अन्तर्गत एकल प्रश्न पत्र प्रणाली अनुसार प्रबंध विषय का पाठ्यक्रम अध्ययन मण्डल द्वारा अनुशंसित तथा अकादमिक परिषद द्वारा अनुमोदित सत्र 2015 - 16 से प्रभावशील

Single Paper Pattern Syllabus for U.G. Classes of Management Under Semester System As recommended by Board of Studies and approved by the Academic Council

Effective from Session 2015

~~2019-20~~
2021-22

Max. Marks / अधिकतम अंक : 40

B.B.A. V Semester
Human Resource Planning and Development
Paper Code B.B.A.- HRM - 506

- Unit - I Introduction :
Dimensions, Importance and Necessity of Human Resource Planning, Strategies and Policies of HRP, Nature and Scope of HR Plans, Classification of HR Plans and Human Resources Inventory, Human Resource Development in India.
- Unit - II Job Analysis and Evaluation :
Meaning, Objectives and Hierarchy of Job Analysis, Techniques of Job Analysis, Job Evaluation and Its Techniques.
- Unit - III Job Description and Specification :
Meaning and Objectives of Job Description and Specification, Format for Job Description and Job Specification, Techniques of Job Evaluation and Employment Stability.
- Unit - IV Human Resource Development :
Meaning Methods, Process and Outcomes of Human Resource Development, Tasks of The HRD Department, Designing a Human Resource Development System, Suggestions to make HRD Effective in Indian Organizations.
- Unit - V HRD Research :
Profile of HRD Research HRD Research Process, HRD Research in India, HRD in Indian Industry.

MS
Bans