**Specialization: Human Resource Management**

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| **PROGRAM** | **Bachelors Of Business Administration (Hons)** |
| **SEMESTER** | **VI** |
| **COURSE TITLE** | **PAYROLL MANAGEMENT** |
| **COURSE CODE** | **04BH0604** |
| **COURSE CREDITS** | **03** |
| **COURSE DURATION** | **30 Hrs (30 sessions of 60 minutes each)** |

**COURSE OUTCOMES:**

- Understand the payroll process and Job Evaluation.
- Appreciate technological aid through spread sheet for HR

**Course Contents:**

| Unit No | Unit / Sub Unit | Sessions |
|---|---|---|
| **I** | **PAY POLICIES**: Concept and components of compensation; Definition of compensation. Elements of compensation, Motive of compensation; Goals of good compensation | 06 |
| **II** | **TECHONOLOGY FOR PAYROLL :** Data Management, Formatting, Tabular Formatting, Sort & Filter, Lookup Functions, Charts for HR, Hyper linking and Case Study | 12 |
| **III** | **JOB EVALUATION**: Types of Compensation, Concept & Terminologies; Case study on - What is JE, difference between JE, JS,PA and JA, Process and objectives, Different ways , Pay structuring, Optimization, Performance based compensation, Pay discrimination **Competitiveness and wage surveys** - Concepts and factors, Wage Survey and different aspects - Case study | 12 |

**EVALUATION:**
**The students will be evaluated on a continuous basis and broadly follow the scheme given below:**

| | | Weight age |
|---|---|---|
| A | End-Semester Examination | 100% (External Assessment) |

**Text Books:**

| Sr. No | Author/s | Name of the Book | Publisher | Edition & Year of Publication |
|---|---|---|---|---|
| **T-01** | Pravin Durai | Human Resource Management | Pearson: Dorling Kindersley (India) | 4th Edition |

**Reference Books:**

| Sr. No | Author/s | Name of the Book | Publisher | Edition and Year of Publication |
|---|---|---|---|---|
| **R-01** | K. Aswathappa | Human Resource and Personnel Management, Text and Cases | Tata MC Graw-Hill | 6th, 2010 |
| **R-02** | Gary Dessler & BijuVarkkey | Human Resource Management | Pearson | 14th, 2016 |
| **R-03** | V.S.P. Rao | Human Resource Management - Text and Cases | Excel Books | 2006 |