INSTITUTE	FACULTY OF MANAGEMENT STUDIES
PROGRAM	BACHELOR OF BUSINESS ADMINISTRATION (HONS.)
SEMESTER	6
COURSE TITLE	PAYROLL MANAGEMENT
COURSE CODE	04BH1604
COURSE CREDITS	3

Course Outcomes: After completion of this course, student will be able to:

1. Understand the payroll process and its policies
2. Implement Job Evaluation techniques
3. Calculate cost to company(CTC)
4. Apply the technological tools for managing payroll

Pre-requisite of course:NONE

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
3	0	0	50	50	0	0	0

Contents : Unit	Topics	Contact Hours
1	**Compensation and Pay Policies** Definition of compensation, Components of compensation, Objectives of compensation, Performance based compensation, Pay discrimination, linking pay policies to organizational strategy	12
2	**Job Evaluation/Salary Components** Job Evaluation, Meaning and Techniques, Wage surveys - Concepts and factors, CTC- Meaning and components, Income Tax provisions for salarie	12
3	**Computing wage and salary** Salary calculation-Gross and Net, Application of Excel: Data Management, Formatting,Tabular Formatting, Sort & Filter, Lookup Functions, Charts for HR, Hyper linking ,Contemporary software for payroll (Zing HR Software)and Case Study	12
Total Hours		**36**

Textbook :

1. Human Resource Management, Pravin Durai, Pearson: Dorling Kindersley (India), 2010

References:

1 Human Resource and Personnel Management, Text and Cases, Human Resource and Personnel Management, Text and Cases, K. Aswathappa , Tata MC Graw-Hill, 2010

2 Human Resource Management, Human Resource Management, Gary Dessler& BijuVarkkey, Pearson, 2016

3 Human Resource Management - Text and Cases, Human Resource Management - Text and Cases, V.S.P. Rao, Excel Books , 2006

Suggested Theory Distribution:

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
Remember / Knowledge	**Understand**	**Apply**	**Analyze**	**Evaluate**	**Higher order Thinking**
10.00	20.00	25.00	25.00	10.00	10.00

Instructional Method:

1 Theory