

BBA I st YEAR

Group	Paper/Name	Theory Marks	Internal Assessment Marks	Total
Group I	I- Principles of Management	40	10	50
	II- Communication Skills	40	10	50
Group II	III-Micro Economics	40	10	50
	IV-Business Statistics	40	10	50
Group III	V-Financial Accounting	40	10	50
	VI-Business Mathematics	40	10	50

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	I YEAR
SUBJECT	GROUP- I
TITLE OF THE PAPER	(I) PRINCIPLES OF MANAGEMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT -I Definition and Meaning of Management, Functions and Responsibilities of Management, Principles of Management, School & Thoughts of Management.

UNIT- II Planning: Process, Types and Significance, Planning v/s Forecasting, Objectives, Strategies and Policies, MBO, Decision Making: Process & Significance.

UNIT- III Organizing: Nature and Purpose of Organizing, Importance and Process of Organising, Departmentation, Organisational structures: Types and relevance, Line and Staff relationship.

UNIT- IV Direction: Principles & Techniques, Motivation: Types & Significance, Maslow's Need Hierarchy, Theory X & Y of Motivation, Leadership: Styles and Importance.

UNIT- V Controlling: The system and process of controlling, Control Techniques, Co-ordination: Meaning, principles and importance. External and Internal Co-ordination.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	I YEAR
SUBJECT	GROUP- I
TITLE OF THE PAPER	(II) COMMUNICATION SKILLS
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT -I Definition and Process of Communication. Essentials of Effective Communication, Barriers to Communication, Role of Communication in organizational effectiveness.

UNIT- II Public Speech: Com Position, Principles, Speech Delivering skills, Group Discussion Do's and Don't of GD's Communication in committees, Seminars and Conferences.

UNIT- III Non Verbal Communication: Meaning, types and Importance, Listening: Difference between Listening and Hearing.

UNIT- IV Drafting of Notices, Agendas, Minutes, Job Application Letters Preparation of Curricular Vitae.

UNIT- V Business Correspondence Essentials of effective business correspondence, structure of business letter, types of business letter: Enquiry, reply, orders, complaints, circular letter.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	B.B.A
YEAR	I YEAR
SUBJECT	GROUP-2
TITLE OF THE PAPER	(III) MICRO ECONOMICS
COMPULSORY /OPTIONAL	COMPULSORY PAPER
MAX MARKS 50(40+10)	MIN.MARKS 20 (16+04)

UNIT-I Definition of Economics, nature and scope of Economics, micro and macro economics. Method of study of economics, Importance of economics. Basic concept: law of demand and supply.

UNIT-II Cardinal utility analysis: law of diminishing marginal utility, law of equi-marginal utility. Ordinal utility analysis: indifference curve, analysis and consumer's equilibrium, concept of consumer's surplus. Elasticity of demand: types of elasticity- price, income, cross elasticity.

UNIT-III Production: law of production, short run law of production: law of variable proportion. Long run law of production: return to scale. Iso-product curve and producer's equilibrium. Concept of revenue, cost concept: short run and long run cost curve. Economies and diseconomies of scale.

UNIT-IV Market: concept and classification, equilibrium of firm. Perfect competition: characteristics and price-output determination. Monopoly: characteristics and price-output determination. Monopolistic competition: characteristics and price-output determination.

UNIT-V Factors pricing, Marginal productivity theory of distribution, modern theory of distribution. Rent: Ricardo theory and modern theory. Wages: marginal productivity theory and modern theory. Interest: Keynes theory and modern theory. Profit: marginal productivity theory and modern theory.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	I YEAR
SUBJECT	GROUP- II
TITLE OF THE PAPER	(IV) BUSINESS STATISTICS
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT - I Definition and Meaning of Statistics, Statistical Investigations, Laws of Statistics, scope of statistics, limitations of statistics.

UNIT- II Collection of Data, Presentation of Data, Frequency distribution, Primary and Secondary Data.

UNIT- III Measures of Central Tendency: Mean, Median, Mode, Geometric mean, Harmonic mean.

UNIT- IV Measures of Variation: Standard Deviation, Mean Deviation and Skewness.

UNIT- V Correlation analysis Karl Pearson's co-efficient of correlation, Spearman's rank correlation, Index numbers.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	I YEAR
SUBJECT	GROUP- III
TITLE OF THE PAPER	(V) FINANCIAL ACCOUNTING
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT -I Accounting and its place in business and relationship with other financial areas, Double entry system, Book Keeping- Meaning , Advantage, concepts and conventions.

UNIT- II Type of Books of accounts and their preparation. Journal, Ledger, Trial Balance, Depreciation.

UNIT- III Preparation of Central Tendency: Trading Account, Profit & Loss Account, Balance Sheet.

UNIT- IV Bank Reconciliation Statement, Royalty Accounts, Accounting record in the book of lease & landlord (when royalty is less than & more than minimum rent).

UNIT- V Hire Purchase Accounts: Accounting record in the book of purchase and vendor.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	B.B.A
YEAR	I YEAR
SUBJECT	GROUP-3
TITLE OF THE PAPER	(VI) BUSINESS MATHEMATICS
COMPULSORY /OPTIONAL	COMPULSORY PAPER
MAX MARKS 50(40+10)	MIN.MARKS 20 (16+04)

UNIT-I Introduction to set, forms and types of set, basic operation on set, union and inter-section of set, De-Morgan's law of two set.

UNIT-II Linear equation in two variables, solution of linear equation, quadratic equation, roots and coefficient of quadratic equation. relation between root and coefficient.

UNIT-III Determinants and matrix, matrix- definition, types, basic operation on matrix, transpose of matrix, determinants.

UNIT-IV Profit and loss commission, discount and brokerage, percentages.

UNIT-V Simple and compound interest, logarithm and anti-logarithm, principles and calculations.

B.B.A II YEAR

Group	Paper/Name	Theory marks	Internal Assessment Marks	Total
Group IV	VII-Marketing Management	40	10	50
	VIII- Marketing Research	40	10	50
Group V	IX- Financial Management	40	10	50
	X- Project Management	40	10	50
Group VI	XI- Human Resource Management	40	10	50
	XII- Organizational Behavior	40	10	50

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP-IV
TITLE OF THE PAPER	VII MARKETING MANAGEMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT I-Nature and scope of Marketing, Selling V/S Marketing, basic concepts and approaches. Marketing management philosophies.

UNIT II-Market Segmentation, Marketing Mix, Marketing Environment, Marketing System, Marketing Research

UNIT III-Product Classification & Product Mix, Branding and Packaging Decision, Promotion Mix: Advertising Publicity, Selling, Sales Promotion and Public Relations.

UNIT IV-Pricing decision, methods of setting prices, pricing strategies, product promotion. Consumer Behavior and Decision making.

UNIT V- Channel of Distribution, Factors affecting choice of channel, Types of intermediaries and their roles. Types of Retailing.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP-IV
TITLE OF THE PAPER	VIII MARKETING RESEARCH
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT I- Problem formulation and statement of research, Research process, research design- exploratory research, descriptive research and experimental research design.

UNIT II-Methods of data collection- observational and survey methods, Questionnaire Design attitude measurement techniques.

UNIT III- Administration of surveys, sample design, selecting an appropriate statistical technique. Tabulation and analysis of data, scaling techniques.

UNIT IV- Concepts and Objectives of Marketing Research, Advantages and limitations of Marketing Research, Problems and precautions in Marketing Research.

UNIT V- types of Marketing Research: Consumer Research, Product Research, Sales Research and Advertising Research. Various issues involved and ethics in marketing research.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP V
TITLE OF THE PAPER	IX FINANCIAL MANAGEMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT I-Finance function and its objectives, tools for financial analysis, Capitalization, over-capitalization analysis, under- capitalization.

UNIT II- Ratio analysis, Fund Flow and Cash Flow analysis, Meaning, interpretation of Ratios, Classification of Ratio.

UNIT III-Working Capital Management, Capital Structure, Source of Capital, Financial Leverage, Optimum Capital Structure, Theories of Capital structure, factors influencing capital structure. Classification of Working Capital, Adequate factor determining the Working Capital requirement, management of Working Capital.

UNIT IV-Capital Budgeting, methods of investments evaluation, payback period and accounting rate of return, discounted cash flow method and internal rate of return.

UNIT V-Capital structure decision of the firm, dividend payment and valuation of firm's dividend policy of the firm, Determinants of dividend policy & types of dividend policy.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP V
TITLE OF THE PAPER	X PROJECT MANAGEMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT I- Generation and Screening of Project Idea; Capital Expenditure, importance and difficulties.

UNIT II-Market demand and situational analysis; Technical analysis; Analysis of project risk; Social Cost Benefit Analysis.

UNIT III-Multiple projects and constraints; Network techniques for project management, project review and administrative aspects.

UNIT IV-Project financing in India; problem of time and cost overrun in public sector enterprises in India.

UNIT V-Assessment of tax burden of various projects, making comparative analysis; Environmental appraisal of projects- Financial and Technical Environment.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP-VI
TITLE OF THE PAPER	XI: HUMAN RESOURCE MANAGEMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT-I Concept and functions of Human Resource Management, Structure & Role of Personnel Management in an Organisation, implementation of Personnel Policy.

UNIT-II Staffing Policy and Process; Management Planning, Job Analysis, Job description, Job Specification, recruitment, Selection, Induction, Placement, promotion.

UNIT-III Manpower Training & Development, Employment training and Development, Employee Training, performance Appraisal and Potential Appraisal.

UNIT-IV Wage & Salary Administration, Job Evaluation & Designing, Salary Structure.

UNIT-V Industrial disputes and participative Management, Grievance Vs Dispute Grievance Handling Procedure, Disciplinary Action.

MATA GUJRI MAHILA MAHAVIDHAYALAYA (AUTONOMOUS)
JABALPUR

CLASS	BBA
YEAR	II YEAR
SUBJECT	GROUP-VI
TITLE OF THE PAPER	XII: ORGANISATIONAL BEHAVIOUR
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT-I Concept of Organisational Behaviour, Contributing Discipline to organisational Behaviour; Background/Historical perspective and Framework of OB.

UNIT-II Individual Behaviour- Perception- Perceptual selectivity, Perceptual organisation, Social Perception and Impression management, Attitudes and Values.

UNIT-III Leadership- Concept and Theories of leadership. Qualities of a good leader. Group Dynamics- Group Formation,, Nature of groups, Reason for joining Groups, Functions of group within organisation.

UNIT-IV Stress Management- Meaning, Cause, Effect and Coping Strategies for stress.

UNIT-V International Dimensions of Organisational Behaviour; Equal Employment Opportunities.

BBA IIIrd YEAR

Group	Paper/Name	Thoery Marks	Internal Assessment Marks	Total
Group VII	XIII- Entrepreneurial Development	40	10	50
	XIV- Management Information System	40	10	50
Group VIII	XV- Business Environment	40	10	50
	XVI- Business Law	40	10	50
Group IX Elective	A- Marketing	40	10	50
	XVII- Consumer Behaviour			
	A- Marketing	40	10	50
	XVIII- Advertising Management and Sales Promotion			
	B- Finance	40	10	50
	XVII- Working Capital Management			
	B- Finance	40	10	50
	XVIII- Corporate Taxation			
	C- HRM	40	10	50
	XVII- Human Resources Development			
	C- HRM	40	10	50
	XVIII- Wages and Salary Administration			

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)

JABALPUR

CLASS	BBA
YEAR	III YEAR
SUBJECT	GROUP-VII
TITLE OF THE PAPER	XIII: ENTREPRENEURIAL DEVELOPMENT
COMPULSORY/OPTIONAL	COMPULSORY PAPER
MAX MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT- I Concept and Nature of Entrepreneurial Trait, Type and Significance, Role and Importance of entrepreneur in economic growth.

UNIT- II Entrepreneurial Development Programmes in India, History, Support, Objectives, Stages of Performance, Entrepreneurial Environment, EDP and their valuation.

UNIT- III Entrepreneurial Behavior and Entrepreneurial Motivation, Achievement and Management success. Innovation and Entrepreneur. Entrepreneurial success in Rural Areas.

UNIT IV- Establishing Entrepreneur System, Search for business idea, Source of Ideas, Idea Processing, Input requirement.

UNIT V- Sources and Criteria of Financing, fixed and working capital assessment, technical assistance, Marketing assistance, Sickness of units and Remedial assistance.

MATA GUJRI MAHILA MAHAVIDYALAYA(AUTONOMOUS),

JABALPUR (M.P.)

CLASS	BBA
YEAR	III YEAR
SUBJECT	VII
TITLE OF THE PAPER	MANAGEMENT INFORMATION SYSTEM
COMPULSORY\OPTIONAL	
MAX MARKS	MIN MARKS

Unit –I Managerial Information System definition, Basic Concepts, Frame Work, major trends in technology application of Information Technology

Unit –II Systems Approach To MIS, Operating Elements Of MIS, MIS and Decision Making

Unit –III MIS structures on the basis of management activity and organizational function, Synthesis Of MIS structure and its Evaluation, Role Of MIS, at various levels viz. operational, planning and control.

Unit –IV Need Of Information ,Levels Of Information Handling, Characteristics Of Information at various control levels advantages of Computerization.

Unit –V Data Flow Diagram, Data dictionary, Data Base Management system and word processing, electronic spread sheet and managerial application. Use of computer in managerial operation.

MATA GUJRI MAHILA MAHA VIDYALAYA (AUTONOMOUS),

JABALPUR (M.P.)

CLASS	BBA
YEAR	III YEAR
SUBJECT	VIII
TITLE OF THE PAPER	XV-BUSINESS ENVIRONMENT
COMPULSORY\OPTIONAL	COMPULSORY
MAX MARKS 50(40+10)	MIN MARKS 20(16+4)

Unit –I Introduction to business environment, classification of business environment, factors affecting business, Role of environment in business, Strategy to change environment.

Unit –II Economic and Political Environment, Economic Policy – Old and New Economic Policy, Industrial Policy, Role of government in Business .

Unit –III Technological Environment: Introduction, How technology affects business, Technological factors affecting business ,ways to adopt technology

Unit –IV Culture and Business: Introduction, Role and effect of culture on business , Social Responsibility of business organization.

Unit –V Global business Environment : Global market ,Strategies for going Global, Pro's and Con's of global Markets

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)
JABALPUR (M.P)

CLASS	B.B.A III YEAR
SUBJECT	GROUP-VIII
TITLE OF THE PAPER	XVI-BUSINESS LAW
COMPLUSORY/OPTIONAL	COMPULSORY
MAX.MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT-I Contract Act: Essentials of a valid contract, Capacity to contract (Contracts minor), Free consent, Unlawful and void agreements, Discharge of contract, Remedies for breach of contract.

UNIT-II Bailment & pledge, Agency, Law of consumer Protection, Consumer and Consumer dispute, Consumer Protection Councils, Consumer Disputes Redressal Agencies.

UNIT-III Company: Formation of a company, Prospectus, Memorandum and Articles of association, Share capital and Share holders, Meeting and Resolution, Directors.

UNIT-IV Law of Sales of Goods: Conditions and Warranties, Transfer of property & title, Performances of the contract, Rights of an unpaid seller and suits for breach of contract.

UNIT-V Negotiable Instruments Act 188: Nature and their types, FEMA.

MATAGUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS),
JABALPUR (M.P.)

CLASS	B.B.A. III YEAR
GROUP	IX- Elective
SUBJECT	A-MARKETING
TITLE OF THE PAPER	XVII-CONSUMER BEHAVIOUR
MAX. MARKS 50(40+10)	MIN. MARKS 20(16+4)

UNIT I - Introduction to consumer behaviour, Concept, Scope and their application. Information search process, Evaluative criteria and Decision rules.

UNIT II - Consumer Decision making process, Four views of consumer decision rules: - Economic man, Passive man, Emotional man, Cognitive man. Models of Consumer Decision making, Nicosia Model.

UNIT III - Consumer Motivation, needs and Goals, Positive and Negative Motivation, Dynamic nature of Motivation, Consumer Perception, Conceptual Frame Work.

UNIT IV - Consumer attitude and change. Influence of Personality and self concept on buying behaviour. Diffusion of Innovations, Diffusion Process, The adoption Process.

UNIT V - Reference group influence, profile of consumer's opinion leadership. Industrial buying Behaviour.

MATAGUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS),
JABALPUR (M.P.)

CLASS	B.B.A. III YEAR
GROUP	IX- Elective
SUBJECT	A-MARKETING
TITLE OF THE PAPER	XVIII-ADVERTISING MANAGEMENT AND SALES
MAX. MARKS 50(40+10)	MIN. MARKS 20(16+4)

UNIT I - Definition, Objectives, Functions and classification of advertisement, Advertising as a component of marketing mix, Advertising as a marketing communication process, Use of Marketing for stimulating primary and secondary demand.

UNIT II - Advertising Vs other forms of mass communication, Communication mix, DAGMAR approach, Determination of target audience, Building of advertising programme – Message, Headlines, Copy, Logo, Illustration, Appeal, Layout.

UNIT III - Media Planning– Media characteristics, Media selection, Media scheduling, social and economic relevance of advertising, ethics and truth in advertising.

UNIT IV - Sales promotion- Meaning and importance of sales promotion, Objective and strategies for sales promotion, Consumer oriented sales promotion, Trade oriented coupons, Deals, Premiums, Content etc.

UNIT V - Trade oriented sales promotion- Allowance and discount, Training of distributors, sales force contest and rewards.

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)

JABALPUR (M.P.)

CLASS	B.B.A. III YEAR
GROUP	IX-Elective
SUBJECT	B-FINANCE
TITLE OF THE PAPER	XVII-WORKING CAPITAL MANAGEMENT
MAX. MARKS 50(40+10)	MIN. MARKS 20(16+4)

UNIT I - Working Capital Management, Concepts of working capital and its determinants, Risk-returns trade off.

UNIT II - Cash Management and Marketable Securities, Cash Planning.

UNIT III - Credit Management, Optimum Credit Policy, Recent Trends in Credit Market in India.

UNIT IV - Inventory Management: Need and Objectives of Inventory Management, Inventory Management Techniques, Selective Inventory Control.

UNIT V - Short term financing, money market in India, monetary system, debt financing, bank financing.

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)

JABALPUR (M.P)

CLASS	B.B.A III YEAR
GROUP	IX Elective
SUBJECT	B- FINANCE
TITLE OF THE PAPER	XVIII- CORPORATE TAXATION
MAX.MARKS 50 (40+10)	MIN.MARKS 20 (16+04)

UNIT-I Basics concepts of Income Tax, Computation of Income under different heads of income, Deduction of Tax at Source.

UNIT-II Company's Tax Management, Rationale of Company taxation, Residential status of a company, Set off and Carry Forward of Losses, Advance payment of tax.

UNIT-III Tax Planning: Concept, Significance and Problem of Planning, Distinction between Tax avoidance and Tax evasion, Division of Income Claiming, Maximum deduction, Rebates, Relieves and Restoring Tax free incomes.

UNIT-IV Tax administration: Filing of returns, Self Assessment of Tax, Default and Penalties, Concept of VAT, Conceptual Framework of GST, Government Initiatives and Emerging Trends.

UNIT-V Tax Consideration in respect of special managerial decisions, Make or Buy, Own or Lease, Close or Continue, Export or Domestic Sales return or Replace, Tax Planning in respect of Managerial Remuneration.

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)

JABALPUR (M.P.)

CLASS	B.B.A. III YEAR
GROUP	IX-Elective
SUBJECT	C-HRM
TITLE OF THE PAPER	XVII-HUMAN RESOURCE DEVELOPMENT
MAX. MARKS 50(40+10)	MIN. MARKS 20(16+4)

UNIT I - HRD – goals, Concepts and importance, HRD Climate and Practices in India, HRD Functions and Strategies.

UNIT II - Manpower Planning Training and Development, Assessment of Training need, Training Effectiveness, designing and Administrating Training, Feedback.

UNIT III - Performance Appraisal – Concept, Need and Methods, Differentiate between Performance Appraisal and Potential Appraisal, Career Planning and Management.

UNIT IV - HR System – Designing and Administration, HRD for workers, HRD approaches for coping with organization change, HRD in Indian organization, Objective and Functions of HRD professionals.

UNIT V - HR report, Audit and research, Quality of Work Life, TQM, HRD strategies, HRD in Organization, Human Resource Information System.

MATA GUJRI MAHILA MAHAVIDYALAYA (AUTONOMOUS)
JABALPUR (M.P.)

CLASS	B.B.A. III YEAR
GROUP	IX-Elective
SUBJECT	C-HRM
TITLE OF THE PAPER	XVIII-WAGES AND SALARY ADMINISTRATION
MAX. MARKS 50(40+10)	MIN. MARKS 20(16+4)

UNIT I - Job Evaluation, Wages and Salary Administration, Methods of wages Administration, Factor affecting wages administration, Importance of Wage administration in Indian Context, Wage theories.

UNIT II - Wage Differentials-Concept and its determinants, Internal and external equity in wages differentials, understanding different components of wage packages.

UNIT III - Employees benefits programme, Incentives, fringe benefits-nature and importance.

UNIT IV - Wage Board and Laws, Working of different Institution related to reward system – Wage board, pay commissions.

UNIT V - Wage and Salary Administration Act – Minimum Wages, Salary and Employee Welfare Act.