



ASHOKA EDUCATION FOUNDATION'S
ASHOKA CENTER FOR BUSINESS
AND COMPUTER STUDIES (ACBCS), NASHIK



Criteria 2

Teaching Learning and Evaluation

Key Indicator: 2.6 Student Performance and Learning Outcomes

Metrics:2.6.1

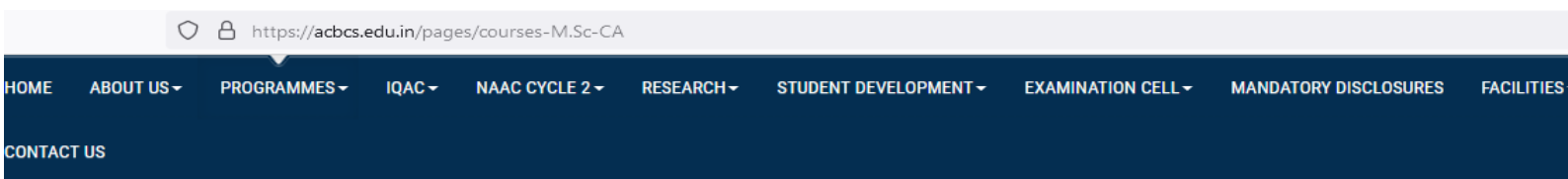
2.6.1. Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website.

Summary Table

Sr. No.	Particulars	Link
1	PO and POS displayed on Website	View
2	Program outcomes & Course outcomes in syllabus	View
3	Faculty Induction Programme	View
4	FDP on Blooms Taxonomy	View
5	Students/Parents Orientation Programme	View
6	Course wise CO-PO mapping in Micro plan	View
7	BBA: Subject wise PO-CO	View
8	BBCA(CA): Subject wise PO-CO	View
9	BSc(CS): Subject wise PO-CO	View
10	B.Com.: Subject wise PO-CO	View
11	MSc(CA): Subject wise PO-CO	View

Programme wise PO and PSO displayed on Website

Website Link: <https://acbs.edu.in/pages/courses-b.b.a-bachelors-of-business-administration-course>



Programme Outcomes:

After successful completion of the Programme, the students shall be able to

- » PO 1: Demonstrate understanding of fundamental and advance concepts in emerging areas
- » PO 2: Design and develop innovative computer applications.
- » PO 3: Analyze existing research reported in the literature
- » PO 4: Propose alternate solutions by undertaking research work.
- » PO 5: Create efficient, reliable, readable and maintainable code.
- » PO 6: Demonstrate a deeper understanding of the chosen domain.
- » PO 7: Select appropriate method to solve the given problem
- » PO 8: Explain complex technical concepts clearly and effectively, both in written and oral forms.
- » PO 9: Demonstrate ability to collaborate effectively with team members, understand different perspectives, and contribute productively
- » PO 10: Demonstrate ability to work with integrity and a sense of social responsibility.
- » PO 11: Demonstrate self and life-long learning skills
- » PO 12: Solve computational problems innovatively
- » PO 13: Apply knowledge gained and critical thinking to develop real-world applications.

Eligibility:

A Bachelor Degree in Science/Technology/Engineering with minimum 50% marks or equivalent for student belonging to Unreserved Category and students belonging to the Reserved Category.

- » Bachelor Degree in Science/Technology/Engineering OR
- » Bachelor of Computer Applications (B.C.A.) OR
- » B.Sc.(Computer Science) OR
- » Bachelor of Computer Science (B.C.S.) OR
- » B.Sc.(Information Technology) OR
- » B.Sc.(Data Science) OR

Savitribai Phule Pune University, Pune

B.B.A. (Computer Application)

(Under faculty of Commerce & Management)

(To be implemented from Academic year 2019-20)

Business Communication Skills

Course Code: -- 101

Credit 3

Depth of the syllabus - Reasonable knowledge of the communication

Program objectives

- 1 To understand what is the role of communication in personal and business world
2. To understand system and communication and their utility
3. To develop proficiency in how to write business letters and other communications in required b

Unit No.	Contents	Lectures
1	1. Concept of Communication and Introduction to Communication 1.1 Role of Communication in social and economic system 1.2 Need for effective communication 1.3 Meaning and definition 1.4 Principles of effective communication 1.5 Barriers to communication and over comings	12
2	Methods and types of Communication 2.1 Written communication, 2.2 Forms of written communication. 2.3 Qualities ,difficulties in written communication , 2.4 Constraints in developing effective written communication 2.5 Merits and Limitations of written communication 2.6 Listening Written communication, 2.7 Forms of written communication. 2.8 Qualities, difficulties in written communication , 2.9 Constraints in developing effective written communication	12
3.	Business Correspondence 3.1 Concept , 3.2 Need and functions of Business .Correspondence , 3.3 Types of Business letters , 3.4 Layout Drafting of business , 3.5 Sales Letter , 3.6 Orders sales circulars and business promotion letters 3.7 written methods& types of communication	12
4.	Analysis of different Media of Communication 4.1 Fax communication ,	12

Faculty Induction Program

Ashoka Education Foundation

ACBCS-R/74 Rev:00 Date: 15.01.2022

Ashoka Education Foundation's
Ashoka Center for Business and Computer Studies
Event Report

Name of the Activity: Faculty Induction

Organizer: IQAC

Introduction of Activity: The induction program for teaching staff of Ashoka Center For Business and Computer Studies will provide the scope of learning and getting acquainted with Ashoka policy and changing reforms of educational practices. The program mainly helps the staff to get the information about academic details like academic calendar, academic curriculum and academic facilitators.

Activity Date: 16/08/2022 & 17/08/2022

Topic: Orientation of Academic Calendar and Code, Orientation of new Academic Committee & ISO Process, QAG Orientation and Cell-wise Review and POA

Resource Person: Dr. Manisha Shirsath, Dr. Parmeshwar Biradar, Mrs. Sonali Ingale, Mrs. Jayashree Darade, Mr. Rahul Sonawane, Mrs. Khushbu Pawar, Ms. Bushra Khan, Ms. Pratima Bhalekar and Mr. Lokesh Surana

Brief Intro of Resource Person:

Participants: ACBCS Faculties

No. of Participants: 25

Venue: Seminar Hall, ACBCS

Objective attainment:

Sr. no.	Objective	Evaluation Method	KPI	Benchmark	Attainment	Time bound	Gap Analysis
1	To introduce college services to help them to achieve their educational	Feedback	Percentage	80%SI	90.66%	2 Days	NIL



Ashoka Education Foundation

ACBCS-R/74 Rev:00 Date: 15.01.2022

	and personal goals.						
2	To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for working.	Feedback	Percentage	80%SI	90.66%	2 Day	NIL

Agenda :

Sr. No.	Time	Details
1.	10:00 am to 10:03am	Introduction by IQAC Coordinator Ms. Pratima Bhalekar
2.	10:04 am to 10:06am	Welcome Note by Principal Dr. Harsha Patil
3.	10:07am to 10:12am	Address by Administrator, AEF Dr. N. Telrandhe sir
4.	10:13 am to 10:18am	Orientation of Academic Calendar, Code of Conduct, CO-PO attainment, Micro plan and course file by Dr. Manisha Shirsath
5.	10:19am to 10:30am	Orientation of new Academic Committee & ISO Process Owners by Mrs. Sonali Ingale
6.	10:31am to 10:40am	QAG Orientation by Dr. Parmeshwar Biradar
7.	10:41am to 11:55am	Cell wise Review and POA Research Cell by Mrs. Jayashree Darade T & P Cell by Mr. Rahul Sonawane SDO by Mrs. Khushbu Pawar Alumni Cell by Ms. Bushra Khan IQAC by Ms. Pratima Bhalekar NSS by Mr. Lokesh Surana
8.	11:56 am to 12:00noon	Vote of Thanks by Mr. Lokesh Surana



Ashoka Education Foundation

ACBCS-R/74 Rev:00 Date: 15.01.2022

Photographs/Evidences:Attached below

Attendance:Attached below

Suggestions for improvement:NILL

Photos:



Ashoka Education Foundation

ACBCS-R/74 Rev:00 Date: 15.01.2022



Event Coordinator

Co-Ordinator

Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
Studies, Nashik-422 003.

QAC Head/Activity Head

Principal

PRINCIPAL.

Ashoka Center for Business and
Computer Studies, Nashik

Ashoka Education Foundation's
Ashoka Center for Business and Computer Studies, Nashik
Academic Year 2022-23

Attendance

Name of the event- Induction of Teaching faculty

Date- 16/08/2022

Time- 10:00 AM

Sr.No	Staff Name	Signature
1	Dr. Harsha Patil	
2	Dr. Manisha Shirsath	
3	Dr. Parmeshwar Biradar	
4	Mr. Lokesh Surana	
5	Mr. Sudarshan Nagare	
6	Mrs. Khushbu Patil - Pawar	
7	Ms. Jayashree Darade	
8	Mrs. Komal Kadam (Saskar)	- AB -
9	Ms. Bushara Khan	
10	Mr. Rahul Sonawane	
11	Ms. Pragati Govardhane	
12	Mr. Mohan Nikumbh	
13	Ms. Sonali Ingale	
14	Mrs. Pratima Bhalekar - Jagale	
15	Ms. Priya Budlani	
16	Mr. Aniket Rohidas Songire	
17	Mrs. Shubhangi Phade	
18	Ms. Neha Yeola	- AB -
19	Mrs. Rameshwari Hullule	
20	Ms. Himani Chavan	
21	Ms. Tejal Sonawane	
22	Ms. Vani Aggarwal	
23	Ms. Sayema Shaikh	
24	Ms. Srushti Jain	
25	Mr. Harshal Dayma	
26	Mrs. Sujata katkade	
27	Dr. Sarika Sovidkar	
28	Mr. Ankit Kale	
29	Ms. Shibani Paul	
30	Mrs. Tejaswi Jagtap	

31 Mrs. Rida Shaikh





नाशिक : अशोका सेंटर फॉर बिझनेस अँड कॉम्प्युटर स्टडिज येथे नवनियुक्त शिक्षकांच्या सत्राप्रसंगी उपस्थित मान्यवर.

‘अशोका’मध्ये शिक्षकांसाठी प्रेरणादायी सत्र

नाशिक : अशोका एज्युकेशनस फाउंडेशन संचालित चांदशी येथील अशोका सेंटर फॉर बिझनेस अँड कॉम्प्युटर स्टडिज येथे नवनियुक्त शिक्षकांसाठी प्रेरणादायी सत्राचे आयोजन करण्यात आले होते. नवीन शिक्षकांचे स्वागत करणे आणि महाविद्यालयातील विविध विभागांची, कार्यपद्धतीची ओळख करून देणे हा या सत्राचा हेतू होता. समन्वयक प्रतिमा भालेकर यांनी कार्यक्रमाची ओळख करून दिली. उपप्राचार्या डॉ. हर्षा पाटील यांनी उपस्थितांचे स्वागत केले. संस्थेचे प्रशासक डॉ. नरेंद्र तेलरांधे यांनी उपस्थितांना संबोधित केले. डॉ. मनीषा शिरसाठ यांनी २०२२-२३ या शैक्षणिक दिनदर्शिकेबद्दल आणि महाविद्यालयातील ध्येय-धोरणे याबाबत मार्गदर्शन केले. शारीरिक शिक्षण आणि क्रीडा संचालक सुदर्शन नागरे यांनी विद्यार्थ्यांच्या ध्येय धोरणांबाबत मार्गदर्शन केले. आयएसओ मानांकनाचे महत्त्व आयएसओ समितीप्रमुख सोनाली इंगळे, जयश्री दराडे, डॉ. परमेश्वर विरादर, राहुल सोनवणे यांनी मार्गदर्शन केले. खुशबू पवार यांनी महाविद्यालयातील विद्यार्थी कल्याण विभागाबद्दल माहिती दिली. माजी विद्यार्थी संघटना विभागाबद्दल मिस बुशरा खान यांनी माहिती दिली. राष्ट्रीय सेवा योजनेबद्दल राष्ट्रीय सेवा योजना कार्यक्रम अधिकारी लोकेश सुराणा यांनी माहितीप्राचार्या डॉ. हर्षा पाटील यांनी शिक्षकांसाठी वार्षिक मूल्यांकन कार्यपद्धती याबद्दल माहिती दिली. लोकेश सुराणा यांनी आभार मानले.

FDP on Bloom Taxonomy

Ashoka Education Foundation

ACBCS-R/74 Rev:00 Date: 15.01.2022

Ashoka Center for Business and Computer Studies

Event Report

Activity Title: FDP on Blooms Taxonomy

Name of the QAG Cell: Faculty Development Program (Central Level FDP)

Activity Date and Time: 09/01/2023, 03:30 PM to 04:30 PM

Resource Person : Mrs. Khushbu Pawar

No. of Attendees: 15

Introduction (of Activity): ACBCS unit has conducted FDP on the topic of Blooms Taxonomy by Mrs. Khushbu Pawar. Madam has explained how to understand the objectives of classroom teaching by using Blooms Taxonomy methods and also explained the seven steps of revised Blooms taxonomy.

Objective attainment:

Sr. no	Objective	Evaluation Method	KPI	Benchmark	Attainment	Time bound	Gap Analysis
1	To Understand the objectives of classroom teaching	Quiz	Faculty Members Participation	100%	80%	One Day	-
2	To write effective learning outcomes	Quiz	Faculty Members Participation	100%	80%	One Day	-

Photographs/Evidences:

ASHOKA
ASHOKA EDUCATION FOUNDATION'S
**ASHOKA CENTER FOR BUSINESS AND
COMPUTER STUDIES (ACBCS), NASHIK**
(Affiliated to Pimpri Chinchwad Education Trust, Pimpri, Dist. Pune) (Approved by Council of Maharashtra & Goa Universities, Mumbai) (ISO 9001:2015 Certified Quality Institution (Recognized))

Faculty Development program on
"Bloom's Taxonomy"
Under the initiative of
Quality Assurance Guidance

🕒 Time : 3:30 PM to 4:30 PM
📅 Date : 9th January , 2023
📍 Venue: **ACBCS FYBBA Classroom**


Resource Person
**Mrs. Khushbu
Pawar**
Asst. Prof. ACBCS



Suggestions for improvement: NIL


Event Coordinator


QAG Head


Principal
PRINCIPAL
Ashoka Education Foundation's
Ashoka Center for Business and
Computer Studies, Nashik




Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
Studies, Nashik-422 003

Ashoka Education Foundation's
Ashoka Center for Business and Computer Studies
Topic: FDP on Blooms Taxonomy

Attendance

Date: 09/01/2023

Sr. No.	Name	Sign
1.	Smriti Jain	
2.	Shibani Paul	
3.	Avani Khadilkar	
4.	Shubhangi Phale	
5.	Neha Yesta	
6.	Dr. Maisha Shirsalkar	
7.	Mrs. Sujata Katkade	
8.	Mrs. Anurubha Sharma	
9.	Mrs. Tejswati Jagtap	
10.	Mrs. Anjali S. Ingale	
11.	Mrs. J.P. Darade	
12.	Mr. Sameer Nilcum	
13.	Mrs. P. Bhalerao	
14.	Mrs. Komal Kadam	
15.	Mr. Rahul Senarane	



Orientation Program for students/Parents

Ashoka Education Foundation

ACAD/R/27 Rev:01 Date: 25.6.2017

College Name:

Event Report

Name of the Event:

FYBBA [CA] & FYBSC [CS] orientation

Date

: 06/07/19

Topic

: "A Step to corporate life"

Resource person

: -

Brief intro of Resource Person

: -

Class/classes Involved

: FYBBA [CA], FYBSC [CS], SY & TY BBA (CA)

No of Participants

: 130

Venue

: ACBCS, 3rd Floor, Seminar hall, chandsi, Nashik

Incharge/organizer (Faculty)

: Khushbu Pawar

Achievements/Benefits

: To introduce students to college services, to help them to achieve their educational & personal goal

(In Brief)

Feedback

: very good

SSI DETAILS-

SSI	PROPOSED	ACHIEVED	DIFFERENCE	ANALYSIS
FYBBA (CA) & FYBSC (CS) orientation.	80%	100%	20%	Positive Deviation

K.S. Patil
Event Coordinator

P. Patil
Activity Coordinator



Parents

ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES
Date: 6th July 19 FY BBA(CA)-B

ROLL NO	Name of Student	Div	email_id	phn_no	Parents whats appNo	Sign
1	Aaron Alfred Amello	B	amelloaaron07@gmail	9885929839	-11-	Amello
2	Nandini Vijay Chaudhary	B				
3	Yashraj Yogesh metkar	B	metkaryashraj@gmail.com	9518520638	-11-	Yashraj
4	Deshmukh Mansi Ravindra	B				
5	Namrata Shalish Bhaser	B	namrata.bhaser43@gmail.com	9529870919	8329876919	Namrata
6	Hargreet Gurpreet Carewal	B	Hargreet.gurpreet@gmail.com	9604151010	982242618	Hargreet
7	Rudhika Prakash Suryevanshi	B	Rudhika.Suryevanshi@gmail.com	7757995779	-11-	Rudhika
8	DEV CHANSHYAM TULSIYANI	B				
9	Shabbir Anis Rampurwala	B	shabbir8697@gmail.com	9107880382		Shabbir
10	Prema Parash Kotwani	B	KotwaniPrema24@gmail.com	9028511155	9028511155	Prema
11	Mahim Jemik Shaikh	B	ShoaibIntern@gmail.com	8849916657541	8849916657541	Mahim
12	ORA TALUSEET SHAIKH	B				
13	Sohail Farooq Syed	B	sohailfarooq70232@gmail.com	8668602413	9765558697	Sohail
14	SAGAR SANTOSH MAHALE	B	Mahalesagar2012@gmail.com	9766651876	9604082974	Sagar
15	DEV INDERJIT NAGAR	B				
16	Tejaswini Vibhuti Pandey	B	tejaswini.pandey1402@gmail	9405346597	8775587576	Tejaswini
17	SHILESH MAHESH MAVCHI	B	akt			
18	AKSHAT GURUNATH NAIDU	B	akshatgk7@gmail.com	705184015		Akshat
19	Inamdar Adam Akramkhan	B			7722004350	Inamdar
20	aman parwez khan	B				
21	ishika krishnakumar Thakur	B	kp.thakur74@gov.in	9545641988	-11-	Ishika
22	Cybil Joy	B		9130796013	-11-	Cybil
23	Adnan siddique	B	ADNAN.siddique2062001@gmail	912661360		Adnan

24. Zeel Dawda
25. Rushang Shah

zeel.dawda27@gmail.com 9011016624
rushang1@gmail.com 942221871

Student

ASHOKA CENTER FOR BUSINESS AND COMPUTER STUDIES
Date: 6th July 19 FY BBA(CA)-B

ROLL NO	Name of Student	Div	email_id	phn_no	Parents whats appNo	Sign
1	Aaron Alfred Amello	B	amelloaaron07@gmail	7773929839	8885929839	Amello
2	Nandini Vijay Chaudhary	B				
3	Yashraj Yogesh metkar	B	metkaryashraj@gmail.com	9518520638	-11-	Yashraj
4	Deshmukh Mansi Ravindra	B				
5	Namrata Shalish Bhaser	B	namrata.bhaser43@gmail.com	9529870919	8329876919	Namrata
6	Hargreet Gurpreet Carewal	B	Hargreet.gurpreet@gmail.com	9604151010	982242618	Hargreet
7	Rudhika Prakash Suryevanshi	B	Rudhika.Suryevanshi@gmail.com	7757995779	-11-	Rudhika
8	DEV CHANSHYAM TULSIYANI	B				
9	Shabbir Anis Rampurwala	B	shabbir8697@gmail.com	9107880382		Shabbir
10	Prema Parash Kotwani	B	KotwaniPrema24@gmail.com	9028511155	9028511155	Prema
11	Mahim Jemik Shaikh	B	ShoaibIntern@gmail.com	8849916657541	8849916657541	Mahim
12	ORA TALUSEET SHAIKH	B				
13	Sohail Farooq Syed	B	sohailfarooq70232@gmail.com	8668602413	9765558697	Sohail
14	SAGAR SANTOSH MAHALE	B	Mahalesagar2012@gmail.com	9766651876	9604082974	Sagar
15	DEV INDERJIT NAGAR	B				
16	Tejaswini Vibhuti Pandey	B	tejaswini.pandey1402@gmail	9405346597	8775587576	Tejaswini
17	SHILESH MAHESH MAVCHI	B	akt			
18	AKSHAT GURUNATH NAIDU	B	akshatgk7@gmail.com	705184015		Akshat
19	Inamdar Adam Akramkhan	B			7722004350	Inamdar
20	aman parwez khan	B				
21	ishika krishnakumar Thakur	B	kp.thakur74@gov.in	9545641988	-11-	Ishika
22	Cybil Joy	B		9130796013	-11-	Cybil
23	Adnan siddique	B	ADNAN.siddique2062001@gmail	912661360		Adnan

24) Rushang Shah

25) Rajdeep Bachhav

26) Kautika Palil

rushang1@gmail.com 7720023924 11
rajdeep810@gmail.com 8983069553 -11-
Kautika.palil2001@gmail.com 7517719995 -11-

Ashoka Education Foundation

Unit Name: ACBCS
Parent Feedback

Name of the Parent: KOKNI SHAKIL

Name of the Student: KOKNI SAYEM Class- B.B.ACA

Name of the Event: F.Y (BBA(CA) & BSC(Comp Science)) Orientation 2019-20

Date: 06/07/2019

Time: 12.30

Place: ACBCS, Nashik

Kindly rate the following statements with the tick wherever applicable (✓)

Sr. No.	Statement	Needs Improvement (1)	Satisfactory (2)	Good (3)	Very Good (4)	Excellent (5)
1	Do you think that the college environment is conducive for the overall development of your ward?				✓	
2	The theme of the event was interesting.					✓
3	The orientation contained useful information on programs and services available to ward at ACBCS				✓	
4	After viewing this information, I feel that ACBCS is interested in helping my ward to attain his/her goal					✓
5	The quality of this orientation is excellent					✓
6	Your ward is given enough exposure as far as orientation is concerned					✓
7	After attending this orientation, I feel like all of my questions were answered.					✓

1. Any Specific Reason for selecting this institute

2. Any Other Comments or Suggestions:

Signature of the Parent

Kokni

08

26

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Unit /College : Ashoka Centre For Business and Computer Studies


Course File

Academic year- 2022 - 23

Name of the subject-301 Principles of HRM

Class-SYBBA

Sr.No	Details/Title	Page No
1	Syllabus	01
2	Macroplan Summary, CO-PO matrix and Micro Plan	05, 07, 09
3	Question bank	13
4	Study Material Online & Offline	07
5	Any other relevant material related to subject. Concurrent Evaluation Question Paper & Mark sheet	45
6	CO-PO Attainment with POA	47


Prepared By


Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Education Foundation's Business and Computer
Studies, Nashik-422 003.




Approved By
PRINCIPAL
Ashoka Education Foundation's
Ashoka Center for Business and
Computer Studies, Nashik

Savitribai Phule Pune University
 SY BBA Semester III (CBCS) Pattern 2019
 Principles of Human Resource Management
 Course Code- GC - 301
 Credits - 3

Syllabus

Depth of the Course: Fundamental knowledge

Course Objectives:

1. To introduce the basic concepts of Human Resource Management.
2. To cultivate right approach towards Human Resource and their role in business.
3. To create awareness about the various trends in HRM among the students.

Unit No.	Unit Title	Contents	Purpose & Skills to be develop
1	Introduction to HRM	Introduction to HRM- Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM, Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager, Difference between HRM & Personnel Management, Challenges before HRM	<ol style="list-style-type: none"> 1. To understand the basic concept of HRM and develop knowledge about the various functions of HRM. 2. To understand the different roles the HR performs in an organisation
2	Job Analysis & Planning for Human Resources	Job Analysis- Meaning, Definition, Objectives, Benefits, Methods, Job Analysis Components- Job Description, Job Specification, Job Evaluation Human Resource Planning(HRP)- Meaning, Definition, Objectives, Process, Factors Influencing the Estimation of Human Resource in Organisation, Advantages & Limitations/Barriers of HRP. Caselets on Job Analysis & Human Resource Planning	<ol style="list-style-type: none"> 1. To make the students understand how Job Analysis & Human Resource Planning play an important role in the Organisation. 2. To develop an understanding of the different methods of Job Evaluation & Process of HRP in Specific Organisational functioning.
3	Career Planning , Employee Morale & Job Satisfaction	Career Planning- Meaning, Definition, Objectives, Process, Benefits and Stages. Employee Morale & Job Satisfaction- Employee Morale- Meaning, Definition, causes of low Morale, Job Satisfaction- Meaning, Definition, Factors contributing to Job Satisfaction, Measures to increase Job Satisfaction, Advantages of Job Satisfaction	<ol style="list-style-type: none"> 1. To cultivate the knowledge about Career Planning, Employee Morale & Job Satisfaction among students. 2. To provide knowledge to the students regarding Career Planning which will help/motivate them to



		Caselets on Career Planning, Employee Morale & Job Satisfaction.	climb-up the Career Ladder through higher performance in the organisation. 3. To study the factors contributing to Job Satisfaction and its benefit in the Organisation.
4	HRM in Changing Environment & Trends in HRM	Work force Diversity, Technological Changes & IIRM, International IIRM, E- Human Resource Management, Human Resource Information System (HRIS), HRM in Virtual Organisations, Work from Home, Out-Sourcing, Changing Role of HRM.	<ol style="list-style-type: none"> 1. To make the students aware about Changing Environment of HRM. 2. To understand the different IIRM trends.

Teaching Methodology

Teaching Hours Theory + Tutorials /Project Practical –as applicable	Innovative methods to be used	Expected Outcome
Unit 1 (13 hrs)	Interactive teaching methods to be adopted. Role-Play on Challenges before HRM & Ice breaking sessions can be conducted for effective learning. Student Presentations.	<ol style="list-style-type: none"> 1. Describe the basic concept of HRM. 2. Develop knowledge about the functions and different roles of HR Manager. 3. Understand the challenges before IIRM
Unit 2 (13 hrs)	Job Analysis Report. Caselets solution sessions and discussion on the same.	<ol style="list-style-type: none"> 1. Understanding the importance of Job Analysis & Human Resource Planning in the Organisation. 2. Develop the Problem- solving and decision making skills.
Unit 3 (13 hrs)	Employee Morale & Job Satisfaction Survey-its basic analysis & Presentation. Caselets solution sessions and its discussion.	<ol style="list-style-type: none"> 1. Development of basic ability to think about Employee Morale and Job Satisfaction. 2. Development of problem-solving and decision-making skills.



Unit 4 (9 hrs)	Student Presentations. Lab Activity.	1. Understand the Changing Environment of HRM and its effects. 2. The students must learn the recent HRM trends with the help of Lab Activities.
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Evaluation

Unit Number	Internal Evaluation		External Evaluation
	Evaluation of students on the basis of	Marks	
I	1. Role Play.	30	25% MCQ 35% short notes 40% long answers
II	1. Report. 2. Caselet Solution & Discussion		
III	1. Survey Analysis & Presentation. 2. Caselet Solution & Discussion.		
IV	1. Lab Activity 2. Presentation		
Total –		30	70

Suggested References:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Human Resource Management	L. M. Prasad	Sultan Chand & Company Ltd.	New Delhi
2	Human Resource Management	K. Ashwathappa	Tata McGraw Hill	New Delhi
3	Personnel Management	C. B. Matoria	Himalaya Publishing House	Mumbai
4	Personnel & Human Resource Management	A. M. Sharma	Himalaya Publishing House	Mumbai
5	Human Resource Management	S. S. Khanka	Sultan Chand & Company Ltd.	New Delhi

Savitribai Phule Pune University



Ashoka Education Foundation's
Ashoka Center for Business and Computer Studies, Nashik
Micro Plan Summary

Name: Dr. Manisha Shirsath

Class: SY BBA SEM3

Subject Code: 301

Subject: Principles of HRM

S. No.	No of Class Room Sessions.	Remarks If any
Session as per university	48	As per mentioned in Syllabus.
Session as per micro plan	52	-
Teaching including Revision sessions	48	-
Extra topic covered		Practical Examples, case studies, Research Paper.
Topic identified for expert lecture		
Assessment sessions		Assignment, Class test
University paper solving sessions	04	For practice of University paper
Any additional activity planned	--	Job Vacancy Advertisement Making


Faculty




Principal

PRINCIPAL
 Ashoka Education Foundation's
 Ashoka Center for Business and
 Computer Studies, Nashik


Co-Ordinator

Internal Quality Assurance Cell (IQAC)
 Ashoka Center for Business & Computer
 Studies, Nashik-422 003.

Unit No*	Sess ion No.*	Sub Topic*	Teaching Methodology*	Targ et Year	Re mar ks	Research Papers Discusse d	Activiti es Planne d/A/V Inputs	Case Study/P rogram s Planned	Reference Book/Website	CO/ PO	Quality Policy
1	1	departments in Organi	white board & marker+Interactive Method	2022			SM		Human Resource Management K.	CO1, CO2, PO1	Need base & Self
1	2	Meaning, Definition, O	White Board + Marker+Interactive Method+	2022							
1	3	Features, Scope,	White Board + MArker+Interactive Method+ PPT	2022					Personnel Manager C.B.Memoria		
1	4	Functions of HRM	White Board + MArker+Interactive Method+ PPT	2022				Reena Case			
1	5	Functions of HRM	White Board + MArker+Interactive Method+ PPT	2022				Reena Case			
1	6	Importance ,Principles	White Board + MArker+Interactive Method+ PPT	2022							
1	7	Challenges of HRM	White Board + MArker+Interactive Method+ PPT	2022					Human Resource Management L.M		
1	8	Role of HR Manager	White Board + MArker+Interactive Method+ PPT	2022							
1	9	Difference between H	White Board + MArker+Interactive Method+ PPT	2022							
1	10	Challenges before HRM	White Board + MArker+Interactive Method+ PPT	2022					Human Resource Management &		
1	11	Challenges before IIRM	White Board + MArker+Interactive Method+ PPT	2022							
1	12	Revision	White Board + MArker+Interactive Method+ PPT	2022							
1	13	Test -Written - CJE	Pen & Paper	2022							
2	14	Job Analysis- Meaning	White Board + MArker+Interactive Method+ PPT	2022						CO2, PO2, PO3	Skill Specific
2	15	Objectives, Benefits, Method	White Board + MArker+Interactive Method+ PPT	2022			Video+ Discussion		Human Resource Management K. Ashwathappa		



2	16	job Analysis - Component -job	Discussion , white board	2022				Apollo store	
2	17	Job Specification & Job Evaluation	White Board + MArker+Interactive Method+ PPT	2022				Marketin g Manager Job Analysis	Personnel Manager C.B.Memoria
	18	Case let on Job Analysis	White Board + MArker+ Interactive Method+ PPT	2022					
2	19	Human Resource Plan	White Board + MArker+Interactive Method+ PPT	2022			5R		
2	20	Objectives & Process	White Board + MArker+Interactive Method+ PPT	2022					
2	21	factors affecting HRP	White Board + MArker+Interactive Method+ PPT	2022					
2	22	Advantage & Limitations	White Board + MArker+Interactive Method+ PPT	2022					Human Resource Management L.M .Prasad
2	23	Recruitment meaning & Objectives,	White Board + MArker+Interactive Method+ PPT	2022					
2	24	Selctionn meaning, Process	White Board + MArker+ Interactive Method+ PPT	2022					
2	25	caselet on HRP	Discussion	2022				Southwo od Recruitm	
2	26	Test-Job Vacancy Pos	White Board + Marker	2022					
3	27	Career Planning- Meaning, Definition,	White Board + MArker+Interactive Method+ PPT	2022					Human Resource Management K.
3	28	Process, Benefits	White Board + MArker+Interactive Method+ PPT	2022					
3	29	stages of career planning	White Board + MArker+Interactive Method+ PPT	2022					
3	30	Caselettes on career planning	White Board + MArker+Interactive Method+ PPT	2022				Nimisha	
3	31	Employee Morale, Meaning &Definition	White Board + MArker+Interactive Method+ PPT	2022					Personnel Manager C.B.Memoria



CO2,PO3

Skill specific, Responsible

3	32	Causes of low morale	White Board + MArker+Interactive Method+ PPT	2022							
3	33	Job Satisfaction	White Board + MArker+Interactive Method+ PPT	2022		Research paper on Js	video + discussion				
3	34	factors acontributing t	White Board + MArker+Interactive Method+ PPT	2022							
3	35	Advantages of Job Satisfaction	White Board + MArker+Interactive Method+ PPT	2022						Human Resource Management L.M	
3	36	caselets on employee morale & Job	White Board + MArker+Interactive Method+ PPT	2022				case let on ritu			
3	37	Revision	White Board + MArker+Interactive Method+ PPT	2022							
3	38	TEST	White Board + MArker+Interactive Method+ PPT	2022							
4	39	Workforce diversity	White Board + MArker+Interactive Method+ PPT	2022				Northstrom		Human Resource Management K.	CO2,PO4
4	40	Technological changes	White Board + MArker+Interactive Method+ PPT	2022							
4	41	International HRM	White Board + MArker+Interactive Method+ PPT	2022							
4	42	E-HRM	White Board + MArker+Interactive Method+ PPT	2022			JOB portal			Personnel Manager C.B.Memoria	
4	43	HRIS	White Board + MArker+Interactive Method+ PPT	2022							
4	44	HRM in virtual Organ	White Board + MArker+Interactive Method+ PPT	2022		Research paper on					
4	45	HRM in virtual Organ	White Board + MArker+Interactive Method+ PPT	2022							
4	46	work from home	White Board + MArker+Interactive Method+ PPT	2022							
4	47	outsourcing	White Board + MArker+Interactive Method+ PPT	2022						Human Resource Management L.M	
4	48	changing role of HRM	White Board + MArker+Interactive Method+ PPT	2022							
4	49	practcing how to write	White Board + MArker+Interactive Method+ PPT	2022			SPPU Questio			Human Resource Management &	NA

Global Development



4	50	practcing how to write	White Board + MArker+Interactive Method+ PPT	2022				
4	51	practcing how to write	White Board + MArker+Interactive Method+ PPT	2022				
4	52	practcing how to write	White Board + MArker+Interactive Method+ PPT	2022				



Subject Teacher



Co-Ordinator
 Internal Quality Assurance Cell (IQAC)
 Ashoka Center for Business & Computer
 Studies, Nashik-422 003.



HOD



Principal

PRINCIPAL
 Ashoka Education Foundation's
 Ashoka Center for Business and
 Computer Studies, Nashik



Students Induction Program



Faculty Induction Program

