



ST. XAVIER'S COLLEGE JAIPUR

Affiliated to University of Rajasthan

Approved Under Section 2(f) and 12(b) of UGC Act, 1956

A Christian Minority Institution Under Section 2(g) of NCMEI Act, 2004



DEPARTMENT OF BUSINESS ADMINISTRATION
ST. XAVIER'S COLLEGE JAIPUR

DEPARTMENT OF BUSINESS ADMINISTRATION

POs	Programme Outcomes(BBA)
PO 1	Apply knowledge of management theories and practices to solve business problems
PO 2	Enhance cognitive skills for making informed decisions based on data analysis
PO 3	Validate e-business solutions in the current technology-driven environment
PO 4	Analyse the economic, legal, social, and ethical aspects of business on global, national, and regional levels
PO 5	Develop ethical and value-based leadership skills contributing to the achievement of organisational goals
PO 6	Create advanced Excel and analyse the role of business analytics in decision-making
PO 7	Develop marketing strategies for a product or a service by understanding consumer behaviour, preferences, satisfaction, and engagement
PO 8	Apply appropriate quantitative and qualitative techniques and theories in practice for solving business problems and suggest alternatives
PO 9	Prepare effective business presentations by employing alternative underlying concepts, theories and tools taught in the core undergraduate curriculum
PO 10	Identify and analyse relevant global factors that influence decision-making in an international business setting



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DEPARTMENT OF BUSINESS ADMINISTRATION

POs	Programme Outcomes(M.COM.HRM)
PO 1	Acquire knowledge of various functions of Human Resource Management
PO 2	Analyse the role of human resources in supporting organisational strategy
PO 3	Develop inter-departmental relationships to further strategic leadership goals
PO 4	Integrate ethical and legal perspectives into all human resource activities
PO 5	Identify the different factors of financial compensation to develop a suitable compensation package
PO 6	Classify the different techniques of performance appraisal and design of appraisal system
PO 7	Analyse to develop selection and process-based assessments for determining requirements for human resource
PO 8	Apply appropriate quantitative and qualitative techniques and theories in practice for solving business problems and suggest alternatives
PO 9	Evaluate the various models of Performance Management Systems
PO 10	Recognise organisational development components and interventions
PO 11	Assess legal and discretionary benefits provided to an employee in the workplace
PO 12	Develop research skills aligned with the corporate sector



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

101: Business and Management

CO 1 Identify the key elements of business formats

CO 2 Differentiate between trade, commerce, and industry

CO 3 Describe the principles of management and various schools of thought

CO 4 Define the concept, process, and techniques of planning

CO 5 Classify the various types of organisation structures and explain the concept of organisation

CO 6 Analyse the concept of motivation and its underlying theories and techniques

CO 7 Evaluate the conceptual framework of control and various techniques of control



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

102: Business Communication

CO 1	Describe the basics of communication and its process
CO 2	Define the objectives of business communication
CO 3	Identify and differentiate the types of business communication based on information flow, medium, and language use
CO 4	Apply the principles of effective communication in both oral and written forms
CO 5	Analyse the barriers to communication and propose methods to overcome them
CO 6	Construct grammatically correct sentences by applying basic concepts of English grammar
CO 7	Demonstrate effective public speaking skills in face-to-face situations such as seminars, interviews, and presentations
CO 8	Enumerate the purpose and parts of a report
CO 9	Describe the format, layout, and types of business letters
CO 10	Practice various types of business letters



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

103: Legal Aspects on Indian Business

CO 1	Explore the global legal environment in which businesses operate
CO 2	Develop an approach to managing and maximising the value of the corporate legal function and analyse the dynamic nature of law
CO 3	Identify current issues in the law of agency, indemnity, and guarantee contracts and assess their impact on business
CO 4	Describe the special provisions of the Indian Contract Act
CO 5	Identify the Sale of Goods Act and its contribution to the regulation of the Indian economy
CO 6	Analyse the legal perspectives of payment methods in business transactions
CO 7	Demonstrate a basic understanding of the Companies Act



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

104: Business Economics

CO 1	Define the basic principles and operations of business economics
CO 2	Analyse consumer behaviour, including demand, elasticity of demand, cardinal and ordinal utility, and consumer surplus
CO 3	Examine the production function, including supply, laws of production, returns to scale, and the expansion path
CO 4	Analyse the concepts of cost and revenue in economics
CO 5	Identify and describe the characteristics of different types of markets, such as perfect competition, monopoly, monopolistic competition, and oligopoly
CO 6	List the determination of factor pricing in economics
CO 7	Study and analyse national income and its components
CO 8	Identify and explain the concepts and theories of economic growth and development
CO 9	Compare the economic theories of Keynes and Classical economists
CO 10	Apply an ethical understanding and perspective to various business situations



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

105: Financial Accounting

CO 1 Outline the basics of bookkeeping and accounting

CO 2 Analyse the generally accepted accounting principles (GAAP) and the functions of accounting

CO 3 Describe the accounting procedures for the issue of shares and debentures

CO 4 Evaluate the methods of calculating depreciation and managing provisions and reserves.

CO 5 Identify the nature and scope of managerial remuneration in financial statements of companies

CO 6 Classify the methods of preparing Bank reconciliation statement



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – I

106: Fundamentals of Computer

CO 1	Identify and bridge the fundamental concepts of computers with the students' current level of knowledge
CO 2	Comprehend the functioning of operating systems, programming languages, peripheral devices, networking, multimedia, and the internet
CO 3	Define binary, hexadecimal, and octal number systems and their arithmetic
CO 4	Describe how logic circuits and Boolean algebra form the basics of digital computers
CO 5	Demonstrate the building of sequential and combinational logic from basic gates



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

201: Strategic Management

- | | |
|------|--|
| CO 1 | Identify the forces impacting corporate and business strategies |
| CO 2 | Analyse critically the factors involved in strategy-making |
| CO 3 | Assess the resources and constraints for strategy-making in a business context |
| CO 4 | Define the importance of social, economic, political, and technological forces shaping business strategies |
| CO 5 | Investigate the impact of internationalisation on strategy-making |



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

202: Marketing Management

CO 1	Define key marketing concepts, theories, and techniques for analysing a variety of marketing situations
CO 2	Describe the role and functions of marketing and the dynamic nature of the environment in which marketing decisions are taken
CO 3	Identify the concept of Marketing Research and the key techniques involved in conducting successful research
CO 4	Analyse the various components of the marketing mix, including product, price, place, promotion, distribution, and public relations
CO 5	Develop an understanding of the control of marketing operations, budgeting, and marketing audit



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

203: Human Resource Management

CO 1 Identify the importance of Human Resources and their effective management

CO 2 Describe the meaning and usage of different tools and processes used in planning and forecasting human resource needs

CO 3 Analyse key issues related to administering the human elements such as motivation, appraisal, career planning, and development

CO 4 Define the importance of a performance management system in enhancing employee performance

CO 5 Identify the traits and styles of effective leaders



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

204: Business Finance

CO 1	Identify the importance and applications of financial management in business
CO 2	Define financial planning, its objectives and benefits, and the types, areas, and stages of financial planning
CO 3	Describe the methods used in financial planning to assess short-term financial needs
CO 4	Identify the working capital requirements for a business
CO 5	Analyse the purposes and tools of financial analysis and their importance in the financial control process
CO 6	Describe the basics of investing in securities



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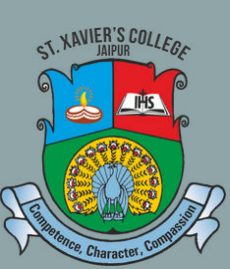
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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

205: Quantitative Techniques

CO 1	Apply the scientific approach to decision-making in solving business problems using quantitative methods
CO 2	Determine the most efficient use of limited resources to maximise benefits using models such as PERT/CPM
CO 3	Identify the most profitable distribution pattern for transporting products and the best way to assign several objects to others
CO 4	Develop decision-making models where the payoff depends on the decision and subsequent events
CO 5	Identify the value of mathematical reasoning and analysis in daily life and the importance of certain mathematical techniques in optimising solutions to problems involving limited resources



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – II

206: Management Information System

CO 1 Describe the role of information technology and information systems in business

CO 2 Record and relate current issues of information technology to business firms

CO 3 Demonstrate a working knowledge of concepts and terminology related to information technology

CO 4 Appraise the knowledge of Microsoft Office applications

CO 5 Analyse how information technology impacts a firm

CO 6 Describe how to use information technology to solve business problems

CO 7 Illustrate the impact of information systems on society



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – III

301: Organizational Behaviour

CO 1	Define the basic principles of organisational behaviour and analyse how these influence behaviour in the workplace
CO 2	Analyse individual human behaviour in the workplace as influenced by personality, values, perception, and motivation
CO 3	Identify group dynamics and demonstrate skills required for working in groups
CO 4	Identify various leadership styles and evaluate the role of leaders in the decision-making process
CO 5	Describe the main problems related to stress, power, politics, and ethics
CO 6	Analyse the implementation of organisational change



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Course Outcomes(BBA)

COs	B.B.A. Part – III
	302: Indian Management Thought and Business Leaders
CO 1	Identify the principles and practices of Value Management
CO 2	Define the principles of moral decision-making in global business
CO 3	Identify the trade-offs that face an ethical manager
CO 4	Illustrate insights and managerial contribution of business leaders
CO 5	Apply valuable insights from Famous Epics for learning management lessons



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – III

303: International Business

- | | |
|------|---|
| CO 1 | Define the basic mechanisms of international business |
| CO 2 | Identify the cultural norms of different cultures and theories associated with culture |
| CO 3 | Describe the legal frameworks in different legal environments |
| CO 4 | Identify the economic environments of different economies and their constituents |
| CO 5 | Explore the structures, significance, and schemes of the World Trade Organization (WTO) |
| CO 6 | Explore the building blocks for managing global operations and supply chain management |
| CO 7 | Identify the conceptual framework of international human resource management |



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – III

304: Cost and Management Accounting

CO 1	Identify the concept and role of cost accounting in the business management of manufacturing and non-manufacturing companies
CO 2	Define the place and role of cost accounting in the modern economic environment
CO 3	List the selection criteria for costs based on their impact on business
CO 4	Differentiate between methods of scheduling costs per unit of production
CO 5	Differentiate methods of calculating stock consumption
CO 6	Interpret the impact of selected cost methods on business operations
CO 7	Identify the specifics of different costing methods



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – III

305: e-Commerce

CO 1 Identify the components and roles of the Electronic Commerce environment

CO 2 Describe how businesses sell products and services on the Web

CO 3 Describe the qualities of an effective Web business presence

CO 4 Describe e-Commerce payment systems

CO 5 Define how to meet the needs of website visitors

CO 6 Identify and reach customers on the Web

CO 7 Identify web marketing approaches and elements of branding

CO 8 Explore the client/server infrastructure that supports electronic commerce

CO 9 Build an understanding of basic electronic commerce functions

CO 10 Define legal and ethical issues related to e-Commerce



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(BBA)

COs

B.B.A. Part – III

306: Comprehensive Viva-Voce

CO 1	Explore the 'real' working environment to understand organisation structure, business operations, and administrative functions
CO 2	Explore hands-on experience in the students' related field to reinforce theoretical learning from university
CO 3	Develop cooperation and develop synergistic collaboration between industry and university for knowledge advancement
CO 4	Facilitate opportunities for future recruitment by potential employers
CO 5	Demonstrate the ability to write technical documents and deliver oral presentations related to completed work



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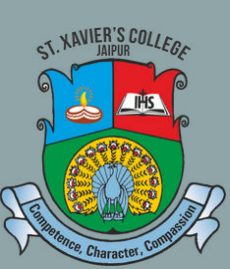
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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Previous

P-I Human Resource Management

CO 1	Describe trends in the labour force and how they impact human resource management practices
CO 2	Discuss the importance of performance management, human resource planning and succession planning
CO 3	Discuss the importance of performance management, human resource planning and succession planning
CO 4	Compare the different strategies used in resolving conflict
CO 5	Evaluate how organisations contribute to employee's job satisfaction and retain key employees



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DEPARTMENT OF BUSINESS ADMINISTRATION

COs	Course Outcomes(M.COM.HRM)
	M. Com. (HRM) Previous
	P-II Human Resource Development
CO 1	Identify the origin of HRD and learn various concepts of HRD
CO 2	Define the qualities and competencies required for an HRD manager and to learn HRD as a culture to learn subsystems of HRD
CO 3	Examine the role of HRD in recent times and building HRD mechanisms in real-time
CO 4	Describe the concept of organisation development and understand the impact of the professional organisational development interventions
CO 5	Integrate training objects, methods and budget
CO 6	Assess succession planning and counselling and learn the importance of career planning



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Previous

P-III Labor Economics and Labor Welfare

CO 1	Describe basic mechanisms of the labour market, in particular how unemployment and wage and productivity differences can arise as equilibrium phenomena
CO 2	Classify the building blocks for studying the relationship between the micro and the macro sides of the economy
CO 3	Identify key elements of empirical work that aim at evaluating and quantifying the mechanisms of the models
CO 4	Analyse models of behaviour and interactions in the labour market as tools to determine the mechanisms that influence outcomes and performance in labour markets
CO 5	Evaluate policy questions related to labour markets



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Previous

P-IV Industrial Relations and Social Security

CO 1	Define the role and importance of industrial relations and security systems in the HR systems of an organisation
CO 2	Describe the industrial laws & procedures used by unions and employers for the well-being of the workforce
CO 3	Articulate how to safeguard the interest of labour and management by securing the highest level of mutual understanding and goodwill among all the sections in the industry
CO 4	Compare the strategies to avoid industrial conflict and develop harmonious relations
CO 5	Evaluate government initiatives in the direction of labour welfare and security



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Previous

P-V Labor Legislation

CO 1 Define the core principles and structures of Labor Law

CO 2 Apply labour legislation in practical contexts, such as drafting payroll charts, insurance contributions, and work schedules

CO 3 Discuss the legal framework regarding relations within the entrepreneurial environment

CO 4 Categorise the basis related to collective labour relations and process collective labour agreements

CO 5 Develop decision-making abilities in labor matters



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-I Management Concepts and Organizational Behavior

CO 1	Define basic organisational behaviour principles and analyse how these influence behaviour in the workplace
CO 2	Analyse individual human behaviour in the workplace as influenced by personality values, perception and motivation
CO 3	Explain group dynamics and demonstrate skills required for working in groups
CO 4	Identify the various leadership styles and the role of leaders in the decision-making process
CO 5	Discuss the main problems about stress, power, politics and ethics
CO 6	Measure the implementation of organisational change



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Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-II Organizational Development

CO 1	Enumerate the concept of Organizational Development (OD) and learning its contemporary aspects
CO 2	Explain assumptions and values associated with Organizational Development
CO 3	Describe the values and beliefs of OD and HRD theory and the application of mechanisms in real-life
CO 4	Identify the OD process and design systems
CO 5	Analyse the reasons for change and effective methods to manage resistance to change
CO 6	Define the personnel management and group process using the analytical model
CO 7	Assess the role of the manager as an agent of change



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-III Business Research Methods

CO 1	Apply a range of quantitative and/or qualitative research techniques to business and management problems/issues
CO 2	Apply research approaches, techniques and strategies appropriately for managerial decision-making
CO 3	Demonstrate knowledge and understanding of data analysis and interpretation in relation to the research process
CO 4	Define the research process
CO 5	Develop necessary critical thinking skills to evaluate different research approaches utilised in the service industries



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-IV Human Resource Information System

CO 1	Describe the role of information technology and information systems in business
CO 2	Record the current issues of information technology and relate those issues to the firm
CO 3	Reproduce a working knowledge of concepts and terminology related to information technology
CO 4	Apply the knowledge previously acquired of Microsoft Office
CO 5	Analyse how information technology impacts a firm
CO 6	Interpret how to use information technology to solve business problems
CO 7	Illustrate the impact of information systems on society



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Affiliated to University of Rajasthan

Approved Under Section 2(f) and 12(b) of UGC Act, 1956

A Christian Minority Institution Under Section 2(g) of NCMEI Act, 2004



DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-V Contemporary Issues in Human Resource Management

CO 1 Identify HR challenges in Multinational corporations

CO 2 Explain how growth in international business activity affects human resource management

CO 3 Identify the factors that strongly influence HRM in international markets

CO 4 Describe how companies select and train human resources in the global labour market

CO 5 Define high-performance work system in the 21st century

CO 6 Describe the role of cultural context in the organisation

CO 7 Compare the framework for managing and embracing diversity



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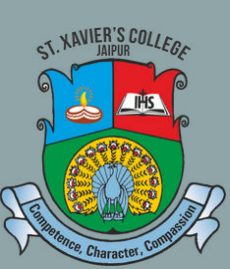
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+91 7849878705



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DEPARTMENT OF BUSINESS ADMINISTRATION

Course Outcomes(M.COM.HRM)

COs

M. Com. (HRM) Final

P-VI Project Report and Viva -Voce

CO 1	Demonstrate the 'real' working environment and get acquainted with the organisation structure, business operations and administrative functions
CO 2	Acquire hands-on experience in the students' related field so that they can relate and reinforce what has been taught
CO 3	Integrate cooperation and develop synergetic collaboration between industry and the institute in promoting a knowledgeable society
CO 4	Prepare the stage for future recruitment by potential employers
CO 5	Write technical documents and give oral presentations related to the work completed



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