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| **BBA 633: Compensation & Reward Management**  |
| **Teaching Scheme** | **Examination Scheme** |
| Lectures: 3 hrs/Week | Class Test -12Marks |
| Tutorials: 1 hr/Week | Teachers Assessment - 6MarksAttendance – 12 Marks |
|  Credits: 4 | End Semester Exam – 70 marks |

# Course Objectives: Course is designed to provide the student with a thorough knowledge of various methods and practices of Compensation Management. It enables students to understand and perform job evaluation for various job positions of different fields. It also serves to develop and strengthen overall analytical skills of students Related to various HR Functions

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# Course Outcomes:

# CO1. Recognizing how pay decisions help the organization achieve a competitive advantage.

# CO2.Analyzing, integrate, and apply the knowledge to solve compensation related problems in organizations.

# CO3.Demonstrating comprehension by constructing a compensation system encompassing; 1) internal consistency, 2) external competitiveness 3) employee contributions, organizational benefit systems, and 5) administration issues

# CO4.Design rational and contemporary compensation systems in modern organizations

# CO5. Understanding the factors determining the Job

# CO6. Understanding the know-how of the creation a Job

**Course Content -**

**Unit-1**

The reward system Reward system: compensation & non compensation dimension, system for non compensation

**Unit-2**

Job analysis Planning a gob analysis program, Collection and description of job data, designing of custom made job analysis questionnaire, Guidelines for conducting a job analysis interview

**Unit-3**

Job Description Broad , generic job (class descriptions versus Narrow, specific job (Position) descriptions, A job contract, Planning, operations and control, elements of the job description, Job summary ,other ways of describing job facts

**Unit-4**

Job evaluation Job requirements and pay, whole job ranking, position classification Predetermined grading Approach, a market pricing approach, a maturity curve method, Development and use of compensable factors,. Weighting and rating of compensable factors

**Unit-5**

Designing a Base pay structure Pay structure architecture, Determining a pay policy, the need for more than one pay structure, displaying job data, identifying lowest and highest rates of pay, developing pay grades, single rate pay grade, two tire wage plan, multiple point pay structure, range or spread dimension, pay grade width, determining pay grade minimum and minimum rates of pay, internal design consideration, spread of range and steps, pay grade overlap, broad banding

**Unit-6**

Measuring and paying for performance Merit pay, performance appraisal: cost- effectiveness analysis, designing a job content-based performance appraisal program, Rating scale design and development, performance standards, maintaining an employee documentation File

**Suggestive Reading**

1. Compensation Management in a knowledge- based world, Richard I. Henderson, Pearson Education
2. Compensation planning, George T Mulkovich& Jerry Newmann, McGraw Hill Publication
3. Compensation and reward management, B. D. Singh, Excel Publication