



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2025-2026

BA-Sem-VI (Minor Subject)

Course Code	Minor	Title of the Course	Personal Management & Power Point (Theory & Practical)
UA06MIOMS01	04	Hours per Week	04

Course Objectives	1. Develop the Data analysis skill in Excel Software 2. Develop the skill form prepare slide 3. Understanding the process of selection
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Course Content		
Unit		Weightage*(%)
Unit 1.	Recruitment, Selection, Placement and Induction : Definition and Objectives of recruitment Strategic management and recruitment-Company strategies and recruitment strategies-Recruitment policy-Centralized and decentralized recruitment Searching for perspective Employee/Source of recruitment-Traditional sources-Modern sources Stimulate the candidate to apply for a job-Traditional Techniques-Modern Techniques Factors affecting recruitment Applicants' Pool Assessment of recruitment Program me Meaning and Definition of Selection, Placement and Induction-Essentials of Selection Procedure-Role of selection Procedure-Organization for Selection Selection Procedure-Application Form-Written Examination-Preliminary Interview-Psychological Tests-Final interview-Medical Examination Reference Checks-Line Manager's Decision-Job Offer-Employment Placement-Problems-Making Effective Induction-Objectives-Advantages .	25
Unit 2.	Transfer, Promotion, Demotion and Separation: Transfer-meaning, causes, effect on employee's Promotion- meaning, effects of promotion, seniority and merits, managerial policy. Demotion- meaning causes and effects and type of transfers Separations- meaning, retirement, discharge, layoffs, suspensions their cause.	25
Unit 3.	Statistical Functions : AVG(), MIN (), MAX (), COUNT () Mathematical Functions : ROUND (), ABS (), PACT (), INT (), SPRT () Logical Function : IF (), Nested IF () Date and Time Functions : DATE (), DAY () DATEVALUE (), MONTH (), NOW (), YEAR (), WEEKDAY () String Function : LEFT (), RIGHT (), MID (), CONCATENATE (), LOWER (), UPPER (), EXACT (), FIND (), SUBSITITUTE()	25
Unit 4.	Google Form: Introduction, use of Google form, Creating Form, Integrating plugin with Google Form. Google Sites: Setting Up Google Sites, Use of Google Sites, Templates, Create your site, Name your site,	25



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	Select a layout, Select a background image, header type, and theme, Add, reorder, and nest pages, Set up site navigation. Update and personalize your site: Add content to your site, Edit text, Edit sections, Edit images, Add a banner, Add a logo, Add content from another website, Move and resize content. Share and collaborate on Sites. Preview and publish your site, Preview your site, Publish your site for the first time, Change your site's URL, Unpublish your site, Search in a site	
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Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Assignments, Seminar, Quizzes, computer practical
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Learning Methodology	Teaching Learning Methodology Theory (50%) + Practical (50%) Practical: computer Practical are based on above cited units. Two hours practical work per week per batch, assailment

Evaluation Pattern Teaching-		
Sr. No	Details of Evolution	Weight age
1	Internal Written / Practical Examination (As per CBCS R.6.8.3)	25%
2	Internal Continuous Assessment in the form of Practical, Viva-voce, assailment Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	25%
3	University Examination	50%
	University Examination (50% Theory + 50% Practical)	

Course Outcomes : Having completed this course, the leaner will be able to

1.	* Understand the fundamentals of communication • Understand effective communication • Understand the reading skill
2.	• Identify verbal and vowel • Understand the difference of different method of latter writing

Suggested References:

1.	Office Management by R.K.Chopra, Himalaya Publication.
2	Office Organization and Management by S.P.Arora
3	Modern Business Org. and Management by S.A.Sherlekar
4	વાણિજ્ય સંચાલન, પોપ્યુલર પ્રકાશન
5	Computer Fundamental By Anite Goel, Person Publication