



**MANIPAL UNIVERSITY
JAIPUR**

MUJ/Q&C/021/F/1.01

Event Report Format



**MANIPAL UNIVERSITY
JAIPUR**

Faculty of Management & Commerce

School of Business & Commerce

Department of Commerce

**EXPERT LECTURE ON
ON
KNOWLEDGE ABOUT CAREER PROGRESSION**

28th Nov. 2022

S. K. Singh
Head
Department of Commerce
Manipal University Jaipur



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1. Introduction of the Event

Department of Commerce, Manipal University Jaipur organized an expert lecture on “knowledge about career progression” on 28th Nov. 2022 from 10:30 AM – 11:30 AM.

2. Objective of the Event

The aim of this lecture was to brief students about the various option for career progression.

3. Beneficiaries of the Event

This talk was organized for B.Com (Hons) students’ batch 2022 - 2025 to make them aware about real time challenges for selection of right career.

4. Details of the Guests

Mr. Ajay Meena is alumni of MUJ batch 2013-16 and presently he is working as Personal secretary of Dean FOL, FOE at Manipal University Jaipur. He has also completed BALLB from MUJ in 2019.

5. Brief Description of the event

Ajay Meena is an alumnus of B.Com, Department of Commerce of Batch 2013-16. He is presently working at Manipal University Jaipur as Personal secretary of Dean FOE, Dean FOL.

Today he was invited to deliver the lecture on " knowledge about career progression "in the collaboration of Director Alumni Relations. Dr. Saurabh Sharma, HoD Commerce, Dr, Sunny Dawar and Dr Teena Shivanani welcomed him. Mr. Ajay has brief about his journey during B.Com , BALLB at MUJ.

He communicates students about the role of education for selection of right career. He explained about various options for good placement at MUJ. He also explained various scholarships, policies for promoting students for placements. He said during placements, does not focus on salary part, focus on work experience. If you can get good experience in one company, then later you may go for another company. He emphasized on the importance of various transferable skills along with technical skills. The session was also followed by Vote of Thanks by Dr Saurabh Sharma, Head of Department, commerce. School of Business and Commerce wishes Ajay Meana for future endeavours.

6. Program Scheme

B.COM SEMESTER V

Course No.	Subject Code	Subject Title	L	T	P	C
1	CM3101	Human Resource Management	4	0	0	4



7. Lecture Plan

Lecture No.	PARTICULARS	Session Outcome	Mode of Delivery	Corresponding CO	Mode of Assessing the Outcome
1.	Briefing of Syllabus & Course-Handouts	To make students understand about teachers expectations & course outline	Lecture	NA	NA
2.	Introduction to Human Resource Management	A brief idea about human resource management	Lecture	3101.1	Mid Term I End Term
3	Human Resource and its Planning;	Understanding of need, objectives, process of human resource planning	Lecture	3101.1	Mid Term I End Term
4	Job Analysis, Job Description, Job Specification;	To clearly understand the concept of job analysis and able to distinguish job description and job specification.	Lecture	3101.1	Mid Term I End Term
5	Process and Uses of Job Analysis	To understand the job analysis process and its application in performing various HR function		3101.1	Mid Term I End Term
6	Recruitment	Explain the sources of recruitment	Lecture	3101.1	Mid Term I End Term
7	Selection	Understand the process of selection	Lecture	3101.1	Mid Term I End Term
8	Selection Test and Interview	Understanding of various types of tests and interviews	Lecture	3101.3,4	Mid Term I End Term
9	Revision				
10	Training & Development	Understand the concept of training	Lecture	3101.2,3,4	Mid Term I End Term
11	Training Process	Identify the steps involved in training	Lecture	3101.2,3,4,	Mid Term I End Term
12	Training Methods	Knowledge of various training methods	Lecture	3101.2,3,4	Mid Term I End Term
13	Methods of Executive Development	Understand the various methods of developing people		3101.2,3,4	Mid Term I End Term



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14	Training Evaluation	Will be able to evaluate the efficiency of training program.	Lecture	3101.2,3,4	Mid Term I End Term
15	Career Planning	Understand the need and process of career planning	Lecture	3101.1	Mid Term I End Term
16	Various tools of HRM	Knowledge of various tool of HRM		3101.1	Mid Term II End Term
17	Introduction to Compensation Management	X	Lecture, Activity	3101.3,4	Mid Term II End Term
18	Principles of Wage Determination	Knowledge of Principles of Wage Determination	Lecture, Activity	3101.3,4	Mid Term II End Term
19	Salary Structure	Knowledge of components of salary	Lecture	3101.3,4	Mid Term II End Term
20	Monetary and Non - Monetary Incentives 1	Knowledge about monetary incentives		3101.3,4	Mid Term II End Term
21	Monetary and Non - Monetary Incentives 2	Knowledge about non - monetary incentives	Lecture	3101.3,4	Mid Term II End Term
22	Job Evaluation	Understanding job evaluation methods	Lecture	3101.2,3	Mid Term II End Term
23	Performance Appraisal 1	Understanding the need and importance of performance appraisal	NA	3101.2,3	Mid Term II End Term
24	Revision	Problem Class	Discussion		
25	Performance Appraisal 2	Knowledge of various appraisal methods	Lecture cum Discussion	3101.2,3	Mid Term II End Term
26	Wage Policies	Knowledge of wage policy and its formulation	Lecture	3101.2,3	Mid Term II End Term
27	Revision		Discussion		



28	Motivation	Understanding various techniques of employee motivation	Lecture	3101.5,6	Mid Term II End Term
29	Morale	Understanding of factors affecting morale	Lecture	3101.5,6	Mid Term II End Term
30	Employee Leadership 1	Understanding leadership concept	Lecture	3101.5,6	Mid Term II End Term
31	Employee Leadership 2	Styles of leading employees	Discussion	3101.5,6	Mid Term II End Term
32	Human and organizational Conflicts 1	Understanding basic reasons and types of conflicts	Lecture	3101.5,6	Mid Term II End Term
33	Human and organizational Conflicts 2	Knowledge of conflict handling strategies	Lecture	3101.5,6	Mid Term II End Term
34	Grievance Procedure	Knowledge of grievance handling procedure	Lecture	3101.5,6	Mid Term II End Term
35	Handling Discipline	Knowledge of maintaining discipline	Lecture	3101.3,4	Mid Term II End Term
36	Separation: Separation Process	Understanding Separation Process	Lecture	3101.3,4	End Term
37	Lay off, Retrenchment	Distinguishing Lay off, Retrenchment	Lecture	3101.3,4	End Term
38	Dismissal and Discharge.	Distinguishing Dismissal and Discharge	Lecture	3101.3,4	End Term
39	Revision	Clarifying doubts and questions	Discussion	NA	
40	Revision	Clarifying doubts and questions	Discussion	NA	

8. Photographs of the event



Memento Presentation by HoD Commerce




Interacting with Commerce students



Group Photograph of the event

9. Brochure or creative of the event



MANIPAL UNIVERSITY
JAIPUR

School of Business & Commerce

Department of Commerce

Organizes


EXPERT LECTURE ON

“KNOWLEDGE ABOUT CAREER PROGRESSION”

MONDAY 28TH NOV 2022 (10.30- 11.30 AM)

Resource Persons-
Mr. Ajay Meena

Convener- Dr. Jampala Maheshchandra Babu
Dr. Tina Shivanani



10. Schedule of the event

The talk was conducted on 28th Nov 2022 from 10:30 – 11:30 AM.

11. Attendance of the Event :- Total attendee:- 49

Sr. No	Registration Number/Employee code	Name of Attendee	Name of Dept	E- Mail ID
1	220902007	DIYA BAJAJ	Commerce	diya.220902007@muj.manipal.edu
2	220902017	SARTHAK SHARMA	Commerce	sarthak.220902017@muj.manipal.edu
3	220902023	DEVANSH AGRAWAL	Commerce	devansh.220902023@muj.manipal.edu
4	220903002	NISSI WILSON	Commerce	nissi.220903002@muj.manipal.edu



5	220903004	NANDINI PUNJABI	Commerce	nandini.220903004@mun.manipal.edu
6	220903010	MOHD SHOAB	Commerce	mohd.220903010@mun.manipal.edu
7	220903012	RAHUL BARUI	Commerce	rahul.220903012@mun.manipal.edu
8	220903018	MUKUND GAURAV SHASTRI	Commerce	mukund.220903018@mun.manipal.edu
9	220903020	SHUBHAM AGGARWAL	Commerce	shubham.220903020@mun.manipal.edu
10	220903021	MUSTANSIR KANCHWALA	Commerce	mustansir.220903021@mun.manipal.edu
11	220903023	PRIYANSHI THANVI	Commerce	priyanshi.220903023@mun.manipal.edu
12	220903024	RASHI YADAV	Commerce	rashi.220903024@mun.manipal.edu
13	220903025	ZUBI MANIPURI	Commerce	zubi.220903025@mun.manipal.edu
14	220903026	SHRAY AGARWAL	Commerce	shray.220903026@mun.manipal.edu
15	220903027	MRIDUL SHARMA	Commerce	mridul.220903027@mun.manipal.edu
16	220903030	SWAYAM DINESH TIBREWAL	Commerce	swayam.220903030@mun.manipal.edu
17	220903032	RAGHAV BADAYA	Commerce	raghav.220903032@mun.manipal.edu
18	220903033	SUHANI JAIN	Commerce	suhani.220903033@mun.manipal.edu
19	220903036	PUNEET VACHHANI	Commerce	puneet.220903036@mun.manipal.edu
20	220903037	RIDHI SHARMA	Commerce	ridhi.220903037@mun.manipal.edu
21	220903038	MEGHA SHARMA	Commerce	megha.220903038@mun.manipal.edu
22	220903044	SK AZHARUDDIN	Commerce	sk.220903044@mun.manipal.edu
23	220903046	PRADHYUMN SINGH	Commerce	pradhyumn.220903046@mun.manipal.edu
24	220903048	SHIVAM PALIWAL	Commerce	shivam.220903048@mun.manipal.edu
25	220903051	SIDDHI JAIN	Commerce	siddhi.220903051@mun.manipal.edu
26	220903052	SARMIN NASRIN	Commerce	sarmin.220903052@mun.manipal.edu
27	220903056	TANISHKA BHATIA	Commerce	tanishka.220903056@mun.manipal.edu
28	220903059	TUSHAR SUREKA	Commerce	tushar.220903059@mun.manipal.edu
29	220903063	TISHA SARAF	Commerce	tisha.220903063@mun.manipal.edu
30	220903064	SOUMYA GUPTA	Commerce	soumya.220903064@mun.manipal.edu
31	220903065	PARTH	Commerce	parth.220903065@mun.manipal.edu
32	220903068	NIDHI MEHTA	Commerce	nidhi.220903068@mun.manipal.edu
33	220903069	YATHARTH KHANDELWAL	Commerce	yatharth.220903069@mun.manipal.edu
34	220903070	PRAKHAR VERMA	Commerce	prakhhar.220903070@mun.manipal.edu
35	220903071	PRATHAM LAKHAIYAR	Commerce	pratham.220903071@mun.manipal.edu
36	220903073	SPARSH JAIN	Commerce	sparsh.220903073@mun.manipal.edu
37	220903074	TUSHAR PRATAP SINGH	Commerce	tushar.220903074@mun.manipal.edu
38	220903075	VEER AGARWAL	Commerce	veer.220903075@mun.manipal.edu
39	220903078	NIHARIKA PANDEY	Commerce	niharika.220903078@mun.manipal.edu
40	220903081	ROHIT NARAYAN	Commerce	rohit.220903081@mun.manipal.edu
41	220903086	PRATYUSH NARANIWAL	Commerce	pratyush.220903086@mun.manipal.edu
42	220903087	SNEHA CHAMARIA	Commerce	sneha.220903087@mun.manipal.edu
43	220903091	SARAD BABU BASNET	Commerce	sarad.220903091@mun.manipal.edu



44	220903094	YASH JAIN	Commerce	yash.220903094@mu.j.manipal.edu
45	220903095	PARIDHI GHATIA	Commerce	paridhi.220903095@mu.j.manipal.edu
46	220903096	SHREYA SAXENA	Commerce	shreya.220903096@mu.j.manipal.edu
47	220903099	SHREYA RASTOGI	Commerce	shreya.220903099@mu.j.manipal.edu
48	220903101	VANSH PHUTELA	Commerce	vansh.220903101@mu.j.manipal.edu
49	220903103	KHUSHI MANIYAR	Commerce	khushi.220903103@mu.j.manipal.edu

12. Link of MUJ website

Silva
Head
Department of Commerce
Manipal University Jaipur