

HUMAN RESOURCE MANAGEMENT

II Semester: MBA								
Course Code	Category	Hours / Week			Credits	Maximum Marks		
CMBB15	Skill	L	T	P	C	CIA	SEE	Total
		3	0	-	3	30	70	100
Contact Classes: 45		Tutorial Classes: Nil		Practical Classes: Nil			Total Classes: 45	

OBJECTIVES:

The course should enable the students to:

- I. Develop an insight of principles of accounting and utilization of financial information for decision making and forward planning for future.
- II. Understand financial statements for knowing earning capacity and financial position of the business concern with confidence.
- III. Demonstrate the financial growth of different companies and make analysis of financial accounts.
- IV. Describe the significance of financial statements as means of business communication.
- V. Design and Use the analytical techniques and arriving at conclusions from financial information for the purpose of decision making.
- VI. Analyze different types of financial ratios which are very useful for knowing liquidity, Profitability and solvency positions of business concern.

COURSE OUTCOMES(CO'S):

1. Understand and elucidate the objectives, importance of financial accounting and different types of accounting concepts and conventions.
2. Discuss different types and principles of personal, impersonal accounts, importance and preparation of journal and ledger.
3. Describe the significance and preparation of trial balance and final accounts.
4. Recognize the causes of depreciation and methods of charging depreciation on fixed assets.
5. Explain the objectives, significance and different methods of inventory valuation and goodwill valuation.
6. Illustrate the features, merits, demerits and classification of shares and debentures.
7. Analyze and explain the issue of shares at par, discount, premium, forfeiture of shares and issue of debentures.
8. Evaluate the factors which are influencing on working capital management.
9. Identify the significance, limitations and preparation of statement of sources and application of funds and cash flow statement (AS3).
10. Demonstrate the importance, limitations and types of financial statements as means
11. Enumerate and elucidate the importance and role of different types of financial statements for the purpose of strategic decisions.
12. Examine and interpret the importance, limitations and various types' of financial ratios in view of decision making.

UNIT-I	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	Classes: 06
Objectives of human resource management, human resource objectives, human resource activities, challenges of human resource management, job analysis and design, uses of job analysis, methods of data collection, job description and specifications, job design, job redesign, job rotation, job enlargement, job enrichment, strategic and human resource planning, human resource planning process, human resource information systems, assessment of human resource requirements, human resource functions and policies..		
UNIT-II	RECRUITMENT AND SELECTION	Classes: 09
The recruitment process, methods of recruiting, realistic job preview, challenges of recruiting, selection process, type of tests, basic features of interviews, types of interviews, interview errors and bias, designing and conducting the effective interview, reference and background verification, medical evaluation, job offer, induction and placement		
UNIT-III	TRAINING AND DEVELOPMENT	Classes: 10
Introduction to training, the training process, training methods, management development, individual, group. Organizational techniques, evaluation of training and development .		
UNIT-IV	PERFORMANCE APPRAISAL	Classes: 10
The appraisal process, methods and potential problems in performance evaluation, the appraisal interview, the feedback interview, the role of appraisal in managing performance, career planning and development..		
UNIT-V	INTEGRATION	Classes: 10
Quality of work life, quality circles, industrial disputes ,causes and remedial measures, collective bargaining, the management of conflicts, sources of grievances, the grievance procedure, guidelines for handling grievances, welfare services, separation.		
TEXT BOOKS:		
<ol style="list-style-type: none"> 1. Robert N Lussier, "Management Fundamentals - Concepts, Applications, Skill Development, Cengage Learning", First Edition, Pearson, 2012. 2. Dilip Kumar Battacharya,"Principles of Management", Pearson, 2012 3. Harold Koontz, Heinz Weihrich, A.R.Aryasri, "Principles of Management", TMH, 2010. 		
REFERENCE BOOKS:		
<ol style="list-style-type: none"> 1. V.S.P.Rao, "Management Text and Cases", Excel, Second Edition, 2012. 2. K.Anbuvelan, "Principles of Management", University Science Press, First Edition, 2013 3. Andrew DuBrin, "Management Essentials", Cengage Learning, "9E, International Edition", 2012. 		
Web References		
<ol style="list-style-type: none"> 1. https://www.open.edu/openlearn/money-business/financial-accounting-and-reporting/content-section---references 2. https://lsc.libguides.com/c.php?g=436550&p=2976238 3. https://www.researchgate.net/publication/327767641_IT_in_Accounting_and_Auditing_Recommended_Textbooks. 		
E-Text Books		
<ol style="list-style-type: none"> 1. http://www.freebookcentre.net/Business/Accounting-Books.html 2. https://bookboon.com/en/accounting-ebooks 3. https://www.amazon.in/Dictionary-Accounting-Oxford-Quick-Reference/dp/0199563055 		