

SEMESTER – IV

COURSE: HUMAN RESOURCE MANAGEMENT

UNIT-1: INTRODUCTION

Human Resource Management –Nature, Significance and Scope. Functions of HRM, Role of HR Manager, Advisory and service function to other departments.

UNIT-II: PROCUREMENT AND DEVELOPMENT FUNCTIONS

Human Resource Planning, Job Analysis, Job description, job specification. Recruitment- Sources of recruitment, process of recruitment, Selection- stages in selection process, techniques of Selection.

UNIT-III: TRAINING AND DEVELOPMENT

Significance and scope of Training, Designing of a Training Program, Steps in Training. Methods of Training - On the Job and Off the Job techniques. Executive Development - Concept, significance, Training Vs Development.

UNIT-IV: PERFORMANCE APPRAISAL

Performance Appraisal- Importance of Performance Appraisal, Process of Performance Appraisal. Methods of Performance Appraisal – Traditional and modern techniques.

UNIT-V: INDUSTRIAL RELATIONS

Industrial Relations - Definition, Significance, Objectives of Industrial Relations. Industrial Disputes – Types of Industrial Disputes. Grievance Redressal Procedure. Collective Bargaining – Objectives of Collective bargaining, Process of Collective bargaining, types of Collective bargaining.

SEMESTER – IV

COURSE: FINANCIAL MANAGEMENT

UNITI: INTRODUCTION

Nature, Scope and Objectives of Financial Management, Functions of Finance - Role of Financial Manager in Modern Business Organizations.

UNITII: INVESTMENT DECISIONS

Capital Budgeting Process – Cash Flow Estimation and measurement, Investment criterion. Methods of appraisal- Traditional Techniques and Discounted Cash Flow Methods. Risk analysis in capital budgeting.

UNIT III: FINANCING DECISIONS

Concept of Leverage, Types of Leverages. Capital Structure, Determinants of Capital Structure Theories – Net Income approach, Net Operating Income approach. Cost of Capital: Types of Cost of Capital, Weighted Average Cost of Capital.

UNITIV: DIVIDEND DECISIONS

Kinds of Dividends, Types of Dividend Policy. Dividend Theories - Walter's Model, Gordon's Model, Retained Earnings Policies.

UNITV: WORKING CAPITAL MANAGEMENT

Concept of Working Capital, Determinants of Working Capital. Determination of Optimum level of Current Assets – Liquidity vs. Profitability, Estimating working capital needs, Financing strategies of working capital. Inventory Management – Inventory Control Techniques.