

## **MBA-111: STRATEGIC HUMAN RESOURCE MANAGEMENT**

Unit No.	Contents	Contact Hrs.
1.	Human Resource Management (HRM) Concept, Nature and Scope, Evolution of HRM, Relevance of HRM, challenges faced by HRM, Human Resource Functions, Systems Model of HRM functions, the Indian scenario of HRM. Introduction, Strategic Management, Basic Concept of Strategic, Management, Mission, Vision, Objectives, Basic Model of Strategic Management, Business Policy, Corporate Strategy, Basic Concept of Strategic, Strategic Decision Making, Role of Strategic Management in Marketing,	10
2.	Human Resource Planning, Steps in HRP, succession planning, Human Resources Information system (HRIS): HR accounting and audit, Job Analysis - Job Description, Job Specification. The systematic approach to recruitment: recruitment policy, recruitment procedures, recruitment methods and techniques / methods & procedure of selection Environmental Scanning, Industry Analysis, ETOP Study, OCP, SAP Scanning, Corporate Analysis, Value-Chain Approach.	10
3.	<b>Training and Development:</b> Purpose, Methods and issues of training and management development programmes <b>Performance Appraisal:</b> Definition, Purpose of appraisal, Procedures and Techniques including 360 degree Performance Appraisal, Job Evaluation. <b>Compensation Administration:</b> Nature and Objectives of compensation, components of pay structure in India. Wage Policy in India - Minimum Wage, Fair Wage and Living Wage. Incentive Payments : Meaning and Definition, Prerequisites for an effective incentive system, Types and Scope of incentive scheme, Incentive Schemes in Indian Industries, Fringe Benefits. <b>SWOT Analysis, Various Corporate Strategies:</b> Growth/ Expansion, Diversification, Stability, Retrenchment & Combination Strategy. Process of Strategic Planning, Stages of corporate development, Corporate Restructuring, Mergers & Acquisitions, Strategic Alliances, Portfolio Analysis, Functional Strategy, BCG Model, GE 9 Cell, Porters Model: 5 Force	10
4.	<b>Grievance Procedures:</b> Definition, Disciplinary Procedure, Grievance Handling Procedure Industrial Relations: Nature,	10

	importance and approaches of Industrial Relations, Promotion, Transfer and Separation Strategy Implementation through structure, through Human Resource Management: through values and ethics. Mc Kinsey's 7S Model, Organization Life Cycle, Management and Control, Strategic Information System.	
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### **MBA-112: FINANCIAL MANAGEMENT**

Unit No.	Contents	Contact Hrs.
<b>1.</b>	Meaning and Definition of Finance Management, Nature and Goal of Finance Management Finance Manager: Role, Need, Function and Decisional Areas Environmental Effect over Finance Management	10
<b>2.</b>	<b>Investment Decision:</b> Appraisal of project; Concept, Process & Techniques of Capital Budgeting and its applications; Risk and Uncertainty in Capital Budgeting; Leverage Analysis - financial, operating and combined leverage along with implications; EBIT-EPS Analysis & Indifference Points.	10
<b>3.</b>	<b>Financing Decision:</b> Long-term sources of finance, potentiality of equity shares, preference shares, debentures and bonds as sources of long-term finance; Concept and Approaches of capital structure decision : NI, NOI, Traditional and Modigliani Miller Approach; Cost of Capital : Cost of equity, preference shares, debentures and retained earnings, weighted average cost of capital and implications.	10
<b>4.</b>	<b>Dividend Decision:</b> Concept, Theories of Dividend Decision, Factor Affecting Dividend Decision, Concept of Retained Earnings Working Capital Decision: Concept, Working Capital Management, Working Capital Financing, Working Capital	10

	Requirement.	
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### **MBA -233: GST LAW & PRACTICE**

unit	contents	Hours
1	<b>Brief Introduction of GST</b> , Historical back ground of GST Constitutional Amendment ,Objective of GST, Rates of GST Model Law of GST, Taxation and GST, GST Act 2017 , input tax credit ,Benefits of GST, <b>GSTR-1 to GSTR-11</b>	10
2	GST vs. the Current Indirect Tax Structure Why GST a big deal, Time, Value ,place of supply, Registering under GST, GST Returns-How and When to file return, Mixed Supply and Composite Supply, Composition Levy , What is aggregate Turnover, Input tax credit in detail, Reverse charge, GST compliance rating, Impact of GST on Manufacturers and FMCG industry, SGST,CGST,UGST  Workshop on GST	10
3	Exemption/composition scheme under GST, Calculation of net cost of imported goods, calculation of sale value after import ,IGST Dispute handling mechanism of SGST, State taxes subsumed within GST  Recommendations of GST Council & EGM  Impact of GST on SME  GST rate Schedule for goods  Impact of GST on banking sector, Implementation issues of GST  Seminar on GST	10

4	<p><b>Threshold limit of GST,</b> Impact of GST on north-eastern states ,GST and its dual effect, Impact of GST on E-commerce, Dispute handling mechanism of IGST/CGST</p> <p>Impact of GST on SME, Impact of GST on financial sector, GST Number, GST Return, GST Payment,</p> <p>Mandatory online payment</p> <p>Composite scheme</p> <p>Practical training and project report</p>	10
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### **M.Com-111: Management Concepts & Organizational Behaviour**

Unit No.	Contents	Contact Hrs.
1.	<p><b>Introduction:</b> Concept, nature, scope &amp; importance of organisation behaviour. Its interdisciplinary nature. Individual &amp; group behaviour. Emerging challenges in OB.</p>	10
2.	<p><b>Inter-personal behaviour:</b> importance of inter-personal relationships in organization. Role of communication. Transactional analysis &amp; its applications in organizations.</p> <p><b>Group Dynamics:</b> Concept of groups &amp; teams. Types of groups. Stages of group development. Group norms &amp; roles. Organisational leadership. Leadership theories, skills &amp; styles. Leadership training.</p>	10
3.	<p><b>Motivation:</b> Importance of motivation. Theories of motivation-Maslow's,Hertzberg's, McClelland's. Expectancy theory. Merits &amp; demerits.</p> <p><b>Learning:</b> principles of learning. Factors in human learning. Behaviour modification. Theories of learning.</p>	10
4.	<p><b>Perception:</b> Definition &amp; importance of perception. Perceptual process.</p> <p><b>Attitude:</b> Concept of attitude. Attitude &amp; behaviour. Attitude formation, factors determining attitude formation. Attitude measurement.</p>	10

**FOR M.COM- I**  
(MCA-114-4)-COMPUTER FUNDAMENTAL AND ITS APPLICATIONS

<b>L</b>	<b>T</b>	<b>P</b>	<b>CR</b>
<b>2</b>	<b>1</b>	<b>2</b>	<b>4</b>

**RATIONALE**

This fundamental course will enable the students to learn the concepts of Computers and its applications so they can have the deep knowledge of computer.

<b>UNITS</b>	<b>CONTENTS</b>
<b>I</b>	Introduction, Characteristics of Computers, Block diagram of computer. Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers, Types of Programming Languages (Machine Languages, Assembly Languages, High Level Languages). Data Organization, Drives, Files, Directories. Types of Memory (Primary And Secondary) RAM, ROM, PROM, EPROM. Secondary Storage Devices (FD, CD, HD, Pen drive) I/O Devices (Scanners, Plotters, LCD, Plasma Display) Introduction to any Operating System [Unix, Linux, Windows]
<b>III</b>	Documentation Using MS-Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and

	Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template..
<b>IV</b>	<b>Electronic Spread Sheet using MS-Excel</b> - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek, Scenario.
<b>V</b>	Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect