

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

I SEMESTER

OFFICE MANAGEMENT

Time: 7 hrs/week

OFF 1401 (4)

MANAGEMENT PRINCIPLES AND PRACTICE

MARKS: 100

w.e.f:2017- 2020 ('17AE')

SYLLABUS

Learning Objectives: The students will

1. Know and be familiar with the concepts in managements
2. Understand their application and relevance in personal and professional situations.
3. Have a critical appraisal of real life situations.
4. Analyse and evaluate managers and leaders to follow their example.

Learning Outcomes: Upon completing this course the students should be able to:

1. Recognize and understand the role of planning and management in modern organizations
2. Look for opportunities to work with and better understand diversity in people and situations
3. Understand the importance of effective leadership for the success of the organization
4. Apply the principles and skills in case analysis of organizations.
5. Use problem-solving strategies and critical thinking in real life situations

MODULE 1: Management and Nature of Organization

(20 hours – 1 credit)

Units in Module – 1

1. Definition of management, nature, purpose
2. Evolution and various schools to management thoughts
3. Principles and functions of Management
4. Levels and type of managers
5. Managerial Roles, Skills and competencies
6. Key personal characteristics for Managerial success

MODULE 2: Planning and Organizing

(20 hours – 1 credit)

Units in Module – 2

1. Meaning and nature of planning
2. Steps in planning process
3. Types of plans
4. Organizing as Managerial Function
5. Organization structure – formal and informal
6. Principles of Organizing
7. Delegation and Decentralisation

MODULE 3: Staffing and Controlling

(12 hours – 7

credits)

Units in Module – 3

1. Staffing as a function of Management – its functions
2. Controlling – Meaning, Process and important techniques of controlling.

MODULE 4: Directing & Leading

(12 hours – 7 credits)

Units in Module – 4

1. Directing as a function of management - Principles
2. Leadership and vision
3. Leadership traits & styles
4. Leaders behaviour – Managerial Grid

MODULE 5: Motivating

(12 hours – 6 credits)

Units in Module – 5

1. Meaning of managerial motivation and characteristics
2. Needs theories of motivation – Maslow, Herzberg and McClelland
3. Herzberg's Dual Factor Theory
4. Theory X and Y.

Book for Study:

Stoner, Freeman, Gilbert Jr. (2014). Management (6th edition), New Delhi: Prentice Hall India.

Recommended Readings:

1. Gupta, R.S., Sharma, B.D., & Bhalla. N.S. (2011). Principles & Practices of Management (11th edition). New Delhi: Kalyani Publishers
2. Koontz, H., & Wehrich, H. Essentials of Management, McGraw Hill Publishers
3. L M Prasad, (2007). Principles and Practices of Management, Himalaya Publishing House
4. Rao, P.S. (2009). Principles of Management, Himalaya Publishing House

Learning Objectives: The students will be able to –

- Know and understand the meaning of various terms used in accounting and statistics.
- Understand the procedure of accounting in firms.
- Analyse the various concepts learnt to solve problems in accounting and statistics.
- Apply the various concepts in order to perform higher functions like analysis and interpretation of accounting data.

Learning Outcomes: Upon completing this course the students should be able to:

1. Recognize and understand ethical issues related to the Accounting profession
2. Prepare financial statements in accordance with Generally Accepted Accountancy Principles.
3. Employ critical thinking skills to analyse financial data
4. Apply appropriate judgment derived from knowledge of accounting theory, to financial analysis and decision making.
5. Demonstrate an understanding of current auditing standards and acceptable practices

MODULE - I: ACCOUNTING PROCESS: Financial Accounting: Introduction –Definition –Evolution – Functions-Advantages and Limitations – Users of Accounting Information-Branches of Accounting Principles: Concepts and Conventions-Accounting Standards–Meaning –Importance –List of Accounting Standards issued by ASB –Accounting System-Types of Accounts – Accounting Cycle-Journal-Ledger and Trial Balance. (Including problems)

MODULE - II: SUBSIDIARY BOOKS: Meaning –Types -Purchases Book -Purchases Returns Book -Sales Book --Sales Returns Book -Bills Receivable Book -Bills Payable Book –Cash Book - Single Column, Two Column, Three Column and Petty Cash Book -Journal Proper.(Including problems)

MODULE - III: BANK RECONCILIATION STATEMENT: Meaning –Need -Reasons for differences between cash book and pass book balances –Favourable and over draft balances – Ascertainment of correct cash book balance (Amended Cash Book) -Preparation of Bank Reconciliation Statement. (Including problems)

MODULE - IV: RECTIFICATION OF ERRORS AND DEPRECIATION: Capital and Revenue Expenditure –Capital and Revenue Receipts: Meaning and Differences -Deferred Revenue Expenditure; Errors and their Rectification: Types of Errors -Suspense Account –Effect of Errors on Profit. (Including problems) Depreciation: Meaning – Causes – Objectives of providing for depreciation –Factors affecting depreciation – Accounting Treatment –Methods of depreciation: Straight Line Method -Diminishing Balance Method (Including problems)

MODULE - V: FINAL ACCOUNTS: Final Accounts of Sole Trader: Meaning –Uses Preparation of Manufacturing, Trading and Profit & Loss Account and Balance Sheet–Adjustments –Closing Entries.(Including problems)

RECOMMENDED READINGS:

1. Accountancy-I: Haneef and Mukherjee, Tata McGraw Hill Company.
2. Principles & Practice of Accounting: R.L.Gupta&V.K.Gupta, Sultan Chand.
3. Accountancy-I: S.P. Jain & K.L Narang, Kalyani Publishers.
4. Introduction to Accountancy: T.S.Grewal, S.Chand and Co.
5. Fundamentals of Financial Accounting: Deepak Sehgil, Tax Mann Publication.
6. Financial Accounting: Jawahar Lal, Himalaya Publishing House.

What is an Internship?

'An internship is an opportunity to enhance classroom learning and gain practical experience in an industry related to a student's field of study for a fixed, limited period of time. Internships can be full - or part-time, and paid or unpaid'. They can be found in corporate, private, government, and nonprofit organizations'.

Learning Objectives & Outcomes for Internships: The benefits for the students are:

- ✓ Improves their chances of getting a job more easily later
- ✓ Provides basic and **hands on** understanding of the industry or business working environment
- ✓ Increases their chances of getting a higher starting salary
- ✓ Explores professional interests and career paths
- ✓ Gains technical skills and knowledge not taught in the classroom
- ✓ Builds networking contacts and references
- ✓ Enhances sense of self, independence, and self-confidence
- ✓ Improves communication, teamwork, problem-solving, and related skills

Standards for an Experience to Be Defined as an Internship

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship, the following criteria must be met:

1. The experience **must be an extension of the classroom**: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. Prior to the beginning of the internship there are clearly defined learning objectives/goals (**as detailed above**) related to the professional goals of the student's academic course work.
At the end of the internship, there is an established process for reflection on the learning objectives established earlier.
5. There is routine feedback by the experienced supervisor (Industry Person)
6. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of the Department of Office Management, that the experience can be considered a **legitimate internship**

Procedural Guidelines:

- ✓ Each student from the Department of Office Management shall undergo Practical Internship of four weeks during the vacations **after fourth semester** in an approved Business/ Industrial/ Govt./Service organization.
- ✓ The student is given Authorised Permission Letters by the Head of the Department to the respective Industry Heads indicating that they could allow the students to undergo the Internship in their organization
- ✓ Most often there is an MOU with some companies for undergoing this Internship Training
- ✓ Once the Industry Person accords the permission, then the Permission Letter is sent to the Head of the Department before the start of the Internship
- ✓ During the Internship the Head, who acts also as the Evaluating Supervisor, monitors the work performance of the student, either through visits and/ or communication with the Industry people. She may even rely on the feedback reports of the Industry Incharge.

Evaluation Guidelines of the Internship Report

- ✓ After completion of the training the students will have to submit a training documentation report along with a Work Performance Diary.
- ✓ The internship/project report and the Work Performance Diary will carry 100 marks.
- ✓ It will be evaluated by two examiners (one internal (HOD) and one external from the Firm).
- ✓ The training Report is Part of the Semester V.
- ✓ It is to be submitted by the date fixed by the College.

The students will also have to submit a Performance certificate (Xerox Copy) from the company where she undertook the training.

Students should be enabled to design and conduct an original and ethical research. They should be able to write a dissertation in the APA format. The research done can either be empirical/data based (quantitative, qualitative, or mixed-methods) or it can be in the form of a critical review of research and theory.

Learning Objective: The project is to provide exposure to various dimensions of corporate working and certain problems faced by them and assist them in problem solving through active research.

Learning Outcomes: The student after completing this project would have understood certain problem solving techniques and other issues which would provide a base for their future research and career development

The Broad Areas of the Dissertation:

- A) Introduction to the topic:** The Introduction chapter should broadly cover the following topics
- a) Introduction to the functional area i.e., Finance/Marketing/Human Resources and the relationship between of one functional area to other functional areas of management.
 - b) Importance of the topic from macro and micro perspective and title chosen for study.

B) Literature review

- The literature review is a body of text that aims to review the critical points of current knowledge on a particular topic.
- Literature reviews are secondary sources, and as such, do not report any new or original experimental work.
- Literature review seeks to describe, summarize, evaluate, clarify and/or integrate the content of primary reports".
- Students are required to review at least 10 latest articles from refereed journals on their topics for the research work and write the gist of these articles in 100 words about each article in their own words.

The research design chapter must contain the information under the following headings;

1. Title/Statement of the problem
2. Objectives of the study
3. Scope of the study
4. Hypothesis (If there is)
5. Population and sampling techniques
6. Data collection methods
7. Statistical tools for analysis
8. Limitations of the study

Chapter 3: Analysis and Discussion:

The data collected is to be analyzed using relevant statistical tools followed by suitable interpretation.

Chapter 4: Summary of Findings

The salient findings of the research study along with suitable suggestions need to be given

Chapter 5: Recommendations and Conclusion

Annexure [No chapterization]

Questionnaire

Any relevant documents / brochures could be attached

Bibliography [No chapterization]

All sources of reference such as journal articles, books, websites etc. to be given in compliance with APA 6th Ed format only

Evaluation (Internal and External)

Project – 50 marks

Viva-voce examination – 50 marks

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ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS), VISAKHAPATNAM

II SEMESTER

OFFICE MANAGEMENT

Time: 7 Hrs/Week

OFF 2401(4)

OFFICE ORGANIZATION & CORRESPONDENCE

Max. Marks : 100

w.e.f 2017 – 2020 ("17AE")

SYLLABUS

LEARNING OBJECTIVES: The students will be able to –

- know and understand the meaning of various terms used in offices.
- See and experience the working of offices through visits to firms.
- Apply the aspects of filing and records keeping practically

LEARNING OUTCOMES: Upon completing this course the students should be able to:

1. Recognize and understand the role of offices in modern organizations
2. Look for opportunities to work with and better understand diversity in people and situations
3. Analyse the importance of administrative functions for the success of the organization.
4. Apply the principles and skills in case analysis of flow of work and systems.

MODULE – I: Meaning of office: Modern concept of office; functions of office – Basic and Secondary; Relationship with other departments, importance of the office in the present scenario; Virtual Office, Paperless Office, elements and functions of Office Management, Office Manager – Role, responsibilities and relationship with others

MODULE – II: Office Space and Environment Management: Principles of location; office layout – principles and factors. Office building – open and private offices ; office lighting ; interior decoration and colour, ventilation, noise, sanitation and hygiene, cleanliness and physical hazards, selection of furniture, Vaasthu and Feng shui for offices, Case studies.

MODULE – III: Office Automation & Systems : Office Automation, Criteria for selection, types of machines, Internal and external devices for oral, written and mechanical Communication, Mail Routines and Equipment, Office procedures & Systems - Guides and Common charts of Office work simplification - Planning for improving office procedures, Case review.

MODULE – IV :Forms and Records management: Office forms, Designing and control, Records Management – Purposes, Types of records, Filing equipment and methods, indexing, types and application, e Files and e Records, , Office stationery, Exercises and Case Studies.

MODULE – V: Office Correspondence - Organizing correspondence, 7 C's of Correspondence, Layout of Letters, Form letters, Kinds of Office and Business Letters, Office Reports and Kinds, Exercises and Case Review

BOOKS FOR STUDY:

1. Chopra R.K., Office Management – Himalaya Publishing House, New Delhi, 2003

RECOMMENDED REFERENCES FOR READING:

1. Bhatia, R.C., Principles of Office Management, Lotus Press, New Delhi
2. Denyer J.C. – Office Management – Tata Mc Grow hill , Delhi – 2000.
3. Duggal, B: Office Management and Commercial Correspondence, Kitab Mahal
4. Mahajan, J.P: Fundamentals of Office Management, Ane Books Pvt. Ltd.
5. Terry, George R., Office Management and Control, R.D. Irwin

LEARNING OBJECTIVES: The students will be able to

- Be familiar with the accounting concept, tools and techniques through accounting software
- Understand how to use it in different accounting procedures in the firm
- Evaluate its relevance in particular situations for greater credibility as per GAAP

LEARNING OUTCOMES: Upon completion of the course the students should be able to

- use accounting and business terminology for accountability
- explain the objective of financial reporting and related key accounting assumptions and principles.
- explore and acquire skills in respect of most sophisticated computerized accounting procedures and practices
- help themselves serve better the vast accounting needs of every commercial organization.
- Enable even a Non commerce student train in computerized accounting systems as it is user friendly

MODULE – I : Accounting Software Packages: Overview - Tally, Wings, Busy, Spreadsheet, Ms-Excel as Accounting tool, Function wizard, Auditing Tool in MS Excel - Selective Applications for Accounts..

MODULE – II: Problems of Accounting Software: Security Problems - Power problems - Data integrity problems -Computer virus problems of system adoptions.

MODULE – III: Fundamentals of Tally.ERP 9: Introduction to Tally: Introduction, Terminology in Tally; Difference between Manual Accounting and Accounting Packages, Features and advantages of Tally Creation of a company, Gateway of Tally, Key board shortcuts in Tally, Accounts Information, Groups, pre defined Groups, Creation of New Groups, Creation of sub Group. Ledgers, Ledger Creation – Single and multiple Ledgers, Displaying & altering Ledgers, Stock Ledger, Ledgers and their Group Allocation

MODULE – IV: Vouchers: –Types of vouchers – recording of vouchers – entry of payment voucher, Receipt voucher, sales voucher, purchase voucher, Journal Voucher, Contra Voucher, Debit & Credit Note. Creating New Voucher types, customizing the Existing voucher types, Alternation of Voucher, Deletion of Voucher

MODULE – V: Generating Reports: Final Accounts: Customizing the final accounts – Profit and Loss Account, Balance Sheet. Generating the Reports from Tally, Trial Balance, Account Books, Sales, Purchase, Journal Registers, Statement of Accounts, Day Book, .Practice Exercises.

STUDY BOOKS/MATERIAL

1. K. Kiran Kumar, Tally ERP 9

RECOMMENDED REFERENCE BOOKS:

1. Tally 9 In Simple Steps, Kogent solutions Inc., John Wiley & Sons, 2008.
2. Tally ERP 9 Made Simple Basic Financial Accounting, BPB Publisher.
3. Avichi Krishnan, Tally ERP 9 for Real Time Accounting, Book Gang.
4. Guy Hart Davis, The ABCs of Microsoft Office, BPB Publications.

Learning Objectives: The students will be able to

1. Know and understand the nature, functions, kinds and theories of advertising
2. Discuss the strategic considerations involved in advertising and marketing.
3. Analyze the major issues that have affected Indian and Global advertising and the future outlook on advertising.
4. Learn the making of a creative brief and an advertisement.
5. Realize and explore the various career options in Advertising Management.

Learning outcomes: Upon completion of the Course the students should be able to

- appreciate the ways that communication through advertising influences and persuades consumers;
- discuss the role of the advertising agency and its client relationships;
- identify advertising's place in the communications mix;
- research and prepare a profile of media habits for a given target market;
- set promotional objectives and identify their relationship with the strategic plan;
- explain and illustrate Integrated Marketing Communication decision making and planning

MODULE – I: Introduction to Advertising Management: Defining Advertising, Marketing and Sales Promotion – Functions of Advertising and Theories of Advertising – History, Evolution of Advertising and Themes – Types of Advertising – Personal Advertising, Consumer / Product Advertising, Trade Advertising, Industrial Advertising, Institutional Advertising, Service Advertising, Public Service Advertising, Financial Advertising, Advocacy Advertising, Political Advertising – Advertising laws and ethics Cases in India Advertising – Presentations.

MODULE – II: Brand building and Advertising – What is a brand and Evolution of Brand Management – Brand positioning and the role of advertising – Brand equity and brand image – Power brands, Corporate brands and Super brands – Brand – Consumer Relationship – Case Studies – Indian and Global

MODULE – III: Advertising Agency – Structure and Relationships – Advertising Agency, Structure and its functions – Advertising Agencies in India – The process of creating or pitching for an Account – How Agencies are paid for their work – How to select an Ad Agency – Visit to an Ad Agency – Group Presentation

MODULE – IV: Campaign Planning and Creative strategy – Creativity and Advertising Elements – The creative process – Idea generation – Creativity in Indian Advertising – Types of Advertising appeals – Advertising Media – Print , Television and Radio – Components and Layouts of an ad – visual, Headline, Copy, Styles, Slogan, Logo creative Exercises in Designing Advertisements.

MODULE–V: Advertising and Integrated Marketing Communications – Elements of Integrated Marketing Communication – Direct Marketing – Sales Promotion – Public Relations – publicity – Personal Selling

Recommended References:

1. Batra R., J.G. Myers and Aaker A. Davic Advertising Management, V Edition. ,Pearson Education, 2006.
2. Chunawalla, S.A., and Sethia, K.C., Foundations of Advertising: Theory and Practice, III Edition, Himalaya Publishing House, Delhi, 2008.
3. Jethwaney, Jaishri and Jain, Shruti., Advertising Management, V Impression, Oxford University Press, 2008

4. Parameswaran, M.G., Brand Building Advertising : Concept and Cases, Tata McGraw Hill, New Delhi, 2001.
5. Murthy, S.N., and Bhojana, U Advertising – and IMC perspective, Excel Books, New Delhi, 2007,

Learning Objectives: To enable the students to become adept in the usage of –

1. PageMaker – for Exploring highly versatile DTP (Desktop Publishing)
2. Photoshop – for image editing applications and use extensive collection of painting, retouching and special effects tools.
3. FLASH - Moving animation software

MODULE – I: INTRODUCTION TO MULTIMEDIA : Definition of multimedia learning, From print to interactive multimedia and online learning in DE, Media characteristics: media as a function of interaction and independence, kinds of multimedia

MODULE – II: PAGE MAKER 7

1. **Using PageMaker 7 :** Using the toolbox - Working with palettes - Working with text and graphics - Moving between pages - Managing story windows - Creating and opening publications - Using templates - Adding text and graphics to templates - Applying grids
2. **Text Formatting in PageMaker 7:** Creating text blocks & text frames - Working with window shades - Counting stories, words, and other items - Formatting text.
3. **Using Graphic Objects in PageMaker 7:** Using the drawing tools - Using frames, Taking advantage of frames - Control palette basics - Document printing options, Page range options.

PRACTICALS IN PAGEMAKER

Assignment 1: Contribute a desktop published article to a publication. The production will include colour and graphics. It will be based on an interview and two other methods of research.

Assignment 2: Write and desktop publish a formal report or discursive paper on an issue of concern. This production will use colour and include graphics. It will be based on an interview and two other methods of research.

Assignment 3: Produce a desktop published colour advertisement for web or magazine publication. This will be based on a creative brief negotiated with a client and two other methods of research.

MODULE – III: PHOTOSHOP

- **Getting around in Photoshop;** Navigating in Photoshop; Selections, layers, and transformations; File format essentials
- **Photo correction :** and retouching; Why we alter images; Image correction; Image retouching
- **Advanced layers** and selections; Selection edges;
- **Typography;** Type in Photoshop images; Basic type editing; Type panels; Other type tools and features; Creating a complete type and image layout
- **Filters and effects;** Applying filters; Uses for filters; Image enhancement; Illustration effects; Creative alterations; Filters in a project
- Image management and creative applications; Image management; Gather and distribute your images;

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PRACTICALS IN PHOTOSHOP :

- a. Photo editing (Blur, sharp, Smooth)
- b. Photo editing (Using selection, Various Marquee tools, cut copy selection)
- c. Photo collage – Mixing of photo (Combining different photo into one, Applying different effects)
- d. Restoration of Photo (Removing strains, scratches, Heal Brush tool, patch, clone, stamp tool)
- e. Designing Invitation/greeting cards (Text Effect, Pictures, colour fills, Frames)
- f. Opening a photo picture and enhancing it with different Effects, Filters and Text

MODULE – IV: FLASH - BASICS

Creating Graphics: Introducing Flash; The Authoring Environment; Drawing tools; Symbols and the Library

Animation: The Timeline - Frames - Tweens and Guides – Nested Timelines

MODULE – V: FLASH – Advanced Animation

Advanced Animation: Mask Layers - Color Settings, Filters, and Blend Modes - Adding Sound - Importing Graphic Files- Timeline Action Script, Complex Timeline Control

Interaction: Buttons- Button Action Script - Instance Names - Controlling Nested Objects

On to the Web: Optimizing Your Work, Publishing Flash Content to the Web, Where to Go From Here Optimising the work

PRACTICALS IN FLASH:

- a. Create a moving banner
- b. Action Scripted Animation
- c. Embedding sound and video in animation
- d. Create a simple advertisement as a slideshow using graphics
- e. Create a web advertisement for an ice cream parlour
- f. Create an animated banner for a party centre.
- g. Create a web banner using the Masking technique
- h. Create an advertisement for a toy shop using the perspective scroll

RECOMMENDED REFERENCES:

1. Adobe Page maker (Training Guide) – By Shashank Jain and Satish Jain BPB Publication, 2001.
2. Photoshop 7.0 in easy steps – Robert Shuffle Botham, Dream Tech, 2003
3. Flash CS4 Professional: Visual Quick Start Guide by Katherine Ulrich

Learning Objectives: The students will be able to –

- ✓ Define and identify the terms used in companies to describe the functional aspects.
- ✓ Understand various procedures followed and how companies manage their Affairs.
- ✓ Apply and analyse the implications of the inner functional dynamics in larger business concerns.
- ✓ Prepare agendas and minutes of meetings
- ✓ Draft resolutions.

Learning Outcomes: Upon completion of the course student should be able to

- ✓ Identify and critically evaluate and apply the role of company secretary as an advisor to the board.
- ✓ Understand the law and best practice in key functional matters (for example, meetings and share capital management) and apply them in the secretaryship function and ensure corporate compliance.
- ✓ Apply the functions of a company secretary in ensuring corporate compliance through good disclosure and observance of statutory and other regulations
- ✓ Identify required actions arising from statutory obligations and best practice in terms of financial, compliance and governance reporting and disclosure; understand why such disclosure is necessary.
- ✓ Apply statutory requirements and good practice in relation to shareholder related communications.
- ✓ Critically assess the role played by the secretary in supporting compliance, disclosure, and accountability across the organisation to ensure the effective achievement of organizational objectives.

MODULE – I: Company Secretary and kinds of Companies: Definition of Secretary and Company Secretary: Appointment, qualifications for appointment as Company Secretary; Legal position, duties and Liabilities of a Company Secretary.
Kinds of Companies; Private and Public Companies; Case Law and Practical problems

MODULE – II: Incorporation – promotion; promoters. Legal position and Liability of promoters; Incorporation; Capital Subscription stage; Commencement of Business; Cases . Memorandum of Association, Meaning, importance and contents of Memorandum; Doctrine of Ultra Vires; Articles of Association; Form and signature of Articles; Contents of Articles; Legal effect of Articles and Memorandum; Alteration of Articles; Distinction between Memorandum and Articles ; Doctrine of constructive notice of Memorandum and Articles, Doctrine of Indoor Management ; Cases. Prospectus: Definition, Contents. Statement in lieu of prospectus;

MODULE – III: Share Capital: Definition, kinds of Shares; Voting rights; Share certificate – definition; Share warrants: Allotment of Shares.

Membership: Modes of acquiring membership; who can be members;. Rights and liabilities of members

Transfer and transmission of Shares: Differences between transfer and transmission of share; Case Law

MODULE – IV: Board Meetings and Resolutions: General meetings; Types of meetings- Annual General, Extraordinary Meetings : Requisites of a valid general meeting; statutory and Board meetings; Rights, powers and duties of chairman ; Voting rights; Proxies; Adjournment of meetings; Motions; Amendments; Ordinary and Special resolutions; Minutes of General Meetings; Questions.

MODULE – V: Management of a Company: Directors: Qualifications, Appointment, Remuneration & Legal Position: Managing Director, Manager; Case Law.

BOOK FOR STUDY: Ashok Bhagrial., A textbook of Secretarial Practice, Kalyani Publishers, 2010

SELECTED REFERENCES:

- | | | |
|--------------------------------------|---|-------------------|
| 1. Secretarial Practice | - | M.C.Kuchal |
| 2. Company Secretarial Practice | - | A.Sherlekar |
| 3. Company Administration & Meetings | - | S.D.Jain |
| 4. A Textbook of Company Law | - | Acharya & Govekar |
| 6. A Guide to Company Law | - | V.K.Sancheti. |

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Learning Objectives of the Course: The students should be able to:

1. Know and understand the concept, function and principles of Human Resource management.
2. Apply critical thinking abilities in analyzing cases in human resource management issues and challenges in firms.

COURSE:

MODULE – I : Introduction : Concept, Definition and Functions of HRM- Principles of HRM- goals and Challenges- Changing Environment of HRM- HR role in strategy formulation & gaining competitive advantage. (10)

MODULE – II: HR Planning: Concept, factors influencing HR Planning- HR Planning Process- Job Analysis- Recruitment and Selection- Tests and Interview Techniques. (10)

MODULE – III: Training and Development: Concept, Needs, Methods of training. Management development: Concept & Methods. Performance management system: concept, uses of performance appraisal, performance management methods, Career planning: career anchors, career life stages. (12)

MODULE – IV: Compensation: Concepts and Principles- Factors influencing compensation- Current trends in compensation- Methods of Payment- Incentives and Rewards. (10)

MODULE – V: Managing Industrial Relations: Introduction – Trade Union – Employee Participation scheme - Collective bargaining- concept, types, process, problems, essentials of effective collective bargaining. (10)

SUGGESTED BOOKS:

1. DeCenzo, D.A. & Robbins: Fundamentals of Human Resource Management, New York: John Wiley & Sons.
2. Dessler, G: Human Resource Management, Pearson.
3. Monappa&Saiyaddin: Personnel Management, Tata McGraw Hill.
4. Rao, V.S.P.: Human Resource Management- Text and Cases, Excel Books.
5. R. Wayne Mondy & Rober M. Noe: Human Resource Management, Pearson.