

Bachelor in Business Management (B.B.M)**III-SEMESTER**

(4 Hours per Week)

Course Code: (BBM: III.3)

HUMAN RESOURCE MANAGEMENT

Objectives: To expose students to the various aspects of Human Resources' Development strategies for better management of people in organisation.

Pedagogy: Combination of class room teaching, case study analysis, group discussion and field work.

Module-1: Introduction to Human Resource Management (10 Hours)

Meaning and Definitions – Objective and Importance of HRM Function of HRM – Managerial Function – Operative Function – Nature and Scope of HRM – HR Manager, Role, Qualification and Qualities.

Module-2: Human Resource Planning (10 Hours)

Objectives – Need and Importance of Job Analysis – Job Description – Job Specification – Purposes and Uses of Job Analysis, Job Rotation and Enrichment.

Module-3: Recruitment and Selection (10 Hours)

Meaning – Sources of Recruitment – Internal and External Sources – Campus Recruitment – Steps in Selection Process – Tests and Interviews – Types – Group Discussion – Placement and Orientation. Case Studies on Recruitment and Selection

Module-4: Employee Training (12 Hours)

Need and Importance – Methods of Employee Training – Executive Development Programme – Need and Techniques on the Job and Off the – Job Method. Case Studies Thereon

Module-5: Promotion and Transfers (12 Hours)

Meaning of Promotion – Purposes and Types – Promotion Policy – Bases of Promotion – Seniority v/s Merit – Transfer – Need – Purposes – Types of Transfers – Demotion – Causes of Demotion. Case Studies Thereon

Module-6: Recent Trends in HRM (10Hours)

Human Capital – Emotional Quotient – Mentoring –TQM and a Brief Introduction about HRIS, Management Grid. Human Resource Accounting and Auditing

❖ Skill Development Activities:

1. Collect and advertisement copy for business executive's vacancy
2. From a newspaper advertisement of job vacancy, prepare an application accordingly.
3. Collect information about new recruitment sources.
4. Prepare a chart for job description and job specification.
5. Conduct an IQ test for students and ask them to record it.
6. Conduct a group discussion in the classroom.
7. Conduct a mock interview in the classroom.

References:

1. Baligar G.B., **Manava Sampanmoola Abhivrudhi**
2. Basava K.D., **Manava Sampanmoola Abhivrudhi**
3. Dale Yoder, (1942) **Personnel Management and Industrial Relations**, Prentice-Hall
4. Edwin Flippo, (1984) **Personnel Management and Industrial Relations**, 6th Edition, McGraw-Hill, New York.
5. Gupta C.B., (2000) **Human Resource Management**, Sultan Chand & Sons.
6. Kanka S.S., **Human Resource Management**, PHI, New Delhi
7. Memoria C.B., (2002) **Personnel Management**, Himalaya Publishing House.
8. Subba Rao P., **Human Resource Management**
9. Tripathi P.C., (2010) **Personnel Management and Industrial Relations**, 20th Edition

Bachelor in Business Management (B.B.M)**III-SEMESTER****(4 Hours per Week)**

Course Code: (BBM: III.4)

BUSINESS LEGISLATIONS**Objectives:** To familiarize the students with different business laws and their interpretation.**Pedagogy:** Combination of class room teaching, case study analysis, group discussion and field work.**Module -1: Introduction to Business Laws****(10 Hours)**

Introduction, Nature of Law, Meaning and Definition of Business Laws, Scope and Sources of Business Law, Fundamental Rights and Directive Principle of State Policies, An Overview of Business Laws in India.

Module-2: Contract Laws**(16 Hours)**

Indian Contract Act, 1872: Definition of Contract, Essentials of Valid Contract (All Essential Elements Need to be Explained with Cases), Classification of Contracts, Remedies for Breach of Contract Indian Sale of Goods Act, 1930: Definition of Contract of Sale, Essentials of Contract of Sale, Conditions and Warrantees, Rights and Duties of Buyer, Rights of Unpaid Seller.

Module-3: Information Laws**(14 Hours)**

Information Technology Act, 2000: Introduction to Cyber Law in India, Importance of Cyber Law, E-Commerce, Paperless Society, Digital Signatures, Cyber Crimes, Salient Features of IT Act 2000. Intellectual Property Rights Act (Concepts Only).

Module -4: Consumer Laws and Right to information Act**(14 Hours)**

Consumer Protection Act, 1986: Definition of the Terms Consumer, Consumer Dispute, Defect, Deficiency, Unfair Trade Practices and Services. Consumer Protection Act, Consumer Redressal Agencies – District Forum, State Commission, National Commission. Origin of RTI, Meaning of Information, Information under RTI, Objectives, Appeals, Duties of Officers, Employees and Publics.

Module -5: Economic Laws**(10 Hours)**

FEMA 1999: Objects of FEMA, Definition of Important Terms – Authorized Dealer, Currency, Foreign Currency, Foreign Exchange, Foreign Security, Directorate of Enforcement, Salient Features of FEMA, Offences and Penalties.

❖ Skill Development Activities:

1. Prepare a chart showing sources of Mercantile/business laws.
2. Draft an agreement on behalf of a Company to purchase an asset indicating terms and conditions and all essentials of a valid contract.
3. Draft an application to the chief information officer of any government office seeking any information.
4. Draft a digital signature certificated.
5. Draft a complaint to district consumer forum on the deficiency of service in a reputed hospital for any medical negligence.

References:

1. Ashwathappa K., **Business Laws**, Himalaya Publication
2. Gulashan S.S., (2009)**Business Laws**, Excel Books India.
3. Kapoor N.D. (2004) **Business Laws**, Sultan Chand and Sons, New Delhi
4. Pillai and Bhagavathi, (1999) **Business Laws**, S. Chand Limited.

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Course Code: (BBM: III.5)

CORPORATE ACCOUNTING

Objectives: To enable the students to understand the procedure of preparing the accounts of corporate enterprises with help of principles and regulations governing the same.

Pedagogy: Combination of class room teaching, case study analysis, group discussion and field work

Module – 1: (10 Hours)

Introduction: Company, Meaning, Definition, Characteristics, Share Capital of the Company, Issue of Shares, Forfeiture of Share, Bonus Issue, Issue of Debentures and Problems there on

Module – 2: (10 Hours)

Valuation of Shares and Goodwill: Meaning, Need, Methods of Valuation of Shares and Goodwill and Problems there on.

Module – 3: (10 Hours)

Final Accounts of Joint Stock Company: Preparation of Profit and Loss Account and Balance Sheet of Joint Stock Company in the Prescribed Form(with Schedules).

Module – 4: (14 Hours)

Banking Company Accounts: Meaning, Definition, Preparation of Profit and Loss Account and Balance Sheet as per New Regulation.

Module – 5: (10 Hours)

Liquidation of Companies: Meaning of Liquidation, Modes of Winding up of Companies, Consequences of Winding up, Preparation of Liquidator Final Statement of Accounts.

Module – 6: (10 Hours)

Recent Developments in Accounting: Value Added Statements, Economic Value Added, Environmental Accounting, Commitment to Environment, Brand Accounting, International Accounting (Concept Only) Human Resources Accounting: Introduction, Concept, Meaning, Objectives, and Methods.

❖ Skill development

1. Collect share and debenture application form and fill it.
2. Collect financial statement of company.
3. Calculate value of share from company balance sheet.
4. Collect financial statement of banking company.
5. Prepare liquidator final statement of account.

Reference:

1. Gupta R. L. and Radha Swamy, **Corporate Accounting**, Sultan Chand and Sons
2. Iyengar S P, **Advanced Accountancy**, Chand and Sons, New Delhi.
3. Jois and Nasomy, **Corporate Accounting**
4. Maheshwari S. N. and K Duraipandium, **Corporate Accounting**
5. Mohan Juneja C., **Corporate Accounting**, Kalyani Publication.
6. Neol Jerke, **Advanced Accountancy (Volume – I)**
7. Shukla, Gupta, (1997)**Advanced Accounting**, S. Chand & Company
8. Verma K. K., (2009) **Corporate Accounting**, Excel Books India.
9. William Pickles, (1974) **Accountancy**, Pitman Publishing


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