# MAJOR BASED ELECTIVE II

**HUMAN RESOURCE MANAGEMENT**

## Objective:

To enable the students to understand the concepts and principles of Human Resource Management.

## Unit - I

Human Resource Management- Meaning and Definition-Objectives-Functions-Qualities and Changing role of Human Resource Managers-Meaning, Process, Advantages and Disadvantages of HRIS( Human Resource Information System).

## Unit - II

Concept of Human Resource Planning-Characteristics-Steps in Human Resource Planning. Job Analysis- succession planning- Job Description and Job specification.

## Unit - III

Definition- Objectives- Factors affecting Recruitment- Source of Recruitment- e- recruitment- Selection process- Types of Testing- Kinds of Employee Interview- Medical Screening-Appointment order.

## Unit - IV

Definition and purposes of Training- Distinction between Training and Development- Assessing Training Needs- Steps in Training- On the Job and Off the Job Training- Evaluation of Training Effectiveness- Methods of executive development.

## Unit - V

Definition and Objectives of Performance Appraisal –Steps in Appraisal- Traditional and Non traditional methods of Performance Appraisal- Pre-requisites of a Good Appraisal System- Defects in Performance Appraisal.

## Text and Reference Books (Latest revised edition only)

1. Gupta C.B- Human Resource Management, Sultan Chand and Sons, New Delhi.
2. P G Aquinas-Human Resource Management Principles and Practice, Vikas Publication, New Delhi.
3. ChitraAtmaramNaik-Human Resource Management-Ane Publisher, New Delhi.
4. Memoria C.B- Personal Management, Himalayan Publications, New Delhi.

**MAJOR BASED ELECTIVE – III**

1. **INVESTMENT MANAGEMENT**

## Objective:

To provide students to know and evaluate the various sources of investments.

## Unit - I

Investment –Objective of investment-Investment Vs Speculation- Investment process- Sources of Investments.

## Unit - II

Risk- Systematic and Unsystematic risk - risk and return, Capital and Revenue returns. (Theory Only)

## Unit - III

Bank deposits- Post office saving schemes- Gold and silver- Real estate- Equity shares and Debts-Government Securities- Mutual Funds- Life Insurance and Tax savings Investments.

## Unit - IV

Time Value of Money - Meaning- Current Money Vs Future Money- Present Value Interest Factor (PVIF) - Present Value Interest Factor Annuity (PVIFA) Future Value Interest Factor Annuity (FVIFA).

## Unit - V

Primary Market Vs Secondary Market- Fundamental Analysis- Economic Analysis- Industry Analysis- Company Analysis.

## Text and Reference Books (Latest revised edition only)

* 1. Natarajan.L -Investment Management, Margham Publishers, Chennai.
  2. Prasanna Chandra -Investment Analysis and Portfolio Management, Tata McGraw-Hill Education, New Delhi.
  3. Pandian Punithavathy - Security Analysis and Portfolio Management, Vikas Publishers, New Delhi.
  4. Preetisingh- Investment Management- Himalaya Publishing House.