

MFM/MMM/MHRD/MIM – Second Year - First Semester

3.1) INTRODUCTION TO COMPUTERS 100 Marks (15 Sessions of 3 Hours Each)

SL.No	Particulars	Sessions
1	Introduction to Computer Terminology	2 Sessions of 3 Hours Each
2	Centralised Data Processing System Hardware : Types of Hardware Configuration, Peripherals etc. Software: Systems Software (OS, such as DOS, NOVEL, UNIX, O/S Functions, Application Software, instead of Translators, Compilers, Interpreters). Hardware/Software generations and current trends.	3 Sessions of 3 Hours Each
3	Various programming Languages such as FoxPro, C and their characteristics.	2 Sessions of 3 Hours Each
4	Introduction to Electronic Spread Sheet and Data Base Management Systems, Word Processors, Graphic User Interfaces.	2 Sessions of 3 Hours Each
5	Introduction to FoxPro, writing simple FoxPro programmes	2 Sessions of 3 Hours Each
6	Introduction to Relational Data Base Management Systems.	2 Sessions of 3 Hours Each
7	Case Studies and Presentations	2 Sessions of 3 Hours Each

3.2) EFFECTIVE COMMUNICATION 100 Marks (15 Sessions of 3 Hours Each)

SL.No	Particulars	Sessions
1	Process of Communication.	2 Sessions of 3 Hours Each
2	Communication in Organization nature, function & scope.	3 Sessions of 3 Hours Each
3	Management of Written & Oral Communication.	2 Sessions of 3 Hours Each
4	Barriers to Effective Communication.	2 Sessions of 3 Hours Each
5	Report writing.	2 Sessions of 3 Hours Each
6	Communication Technology and its impact on office procedures and automation.	2 Sessions of 3 Hours Each
7	Case Studies and Presentations	2 Sessions of 3 Hours Each

3.3) HUMAN RESOURCES MANAGEMENT 100 Marks (15 Sessions of 3 Hours Each)

OBJECTIVE: Understanding of Personnel Policies and Practices for effective utilization of human resources.

SL.No	Particulars	Sessions
1	Human Resource Management - Its scope, relationship with other social sciences -Approaches to Human Resource Management inter- disciplinary approach.	2 Sessions of 3 Hours Each
2	Organisation of Personnel Functions - Personnel Department, its organisation, policies, responsibilities and place in the organisation.	2 Sessions of 3 Hours Each
3	Manpower Planning, Job Analysis, Job Description, Scientific Recruitment and Selection Methods.	1 Session of 3 Hours
4	a) Motivating Employees - Motivational Strategies, Incentive Schemes, Jobenrichment, Empowerment. b) Job-Satisfaction, Morale, Personnel Turnover.	2 Sessions of 3 Hours Each
5	Performance Appraisal Systems - MBO Approach, Performance Counseling, Career Planning.	1 Session of 3 Hours
6	Training & Development -Identification of Training Needs, Training Methods, Management Development Programmes.	2 Sessions of 3 Hours Each
7	Organisation Development - Organisation Structures Re-engineering. Multi- Skilling, BPR.	1 Session of 3 Hours
8	Management of Organisational Change. (a) HRD Strategies for long term planning & growth. (b) Productivity and Human Resource Management.	2 Sessions of 3 Hours Each
9	Case Studies and Presentations	2 Sessions of 3 Hours Each

3.4) BUSINESS ENVIRONMENT 100 Marks (15 Sessions of 3 Hours Each)

OBJECTIVE: To understand the business Scene & factors & Trends for strategic policy formulation.

SL.No	Particulars	Sessions
1	Social, political issues Ecological issues	1 Session of 3 Hours
2	Business ethics	2 Sessions of 3 Hours Each
3	Social responsibility	2 Sessions of 3 Hours Each
4	Energy Management	2 Sessions of 3 Hours Each
5	Family. Vs. professional business Industrial units.	2 Sessions of 3 Hours Each
6	Joint ventures Technology, Transfers	2 Sessions of 3 Hours Each
7	Multi National Corporation Administrative Pricing Business resources Economic Trends	2 Sessions of 3 Hours Each
8	Case Studies and Presentations	2 Sessions of 3 Hours Each

3.5) TAXATION 100 Marks (15 Sessions of 3 Hours Each)

SL.No	Particulars	Sessions
1	The structured and scope of Indian Income-tax Act-Concepts and definitions under the Act	3 Sessions of 3 Hours Each
2	Agricultural Income, Assesses, Assessment Year, Income, Capital and Revenue Expenditure, Previous Year, Person, Residence, Company, Dividend, Total Income.	3 Sessions of 3 Hours Each
3	Heads of Income: Salaries, Interests on Securities, Income from House Property, Profit and Gain of Business or Professions, Capital Gains, and Income from other Sources	4 Sessions of 3 Hours Each
4	Rebates and Reliefs-Treatments of losses-Computation of Total Income and Determination of Tax Liability-Companies (Profit) Sur-tax Act.	3 Sessions of 3 Hours Each
5	Case Studies and Presentations	2 Sessions of 3 Hours Each