

**BUSINESS MANAGEMENT**  
**(MINOR)**  
**II YEAR - IV SEMESTER**

**SRI VENKATESWARA UNIVERSITY: TIRUPATI****Programme: Business Management (Minor)****W.E.F. AY 2024-25****COURSE STRUCTURE**

Year	Semester	Course	Title of the Course	No. of Hrs / Week	No. of Credits	Marks		
						Int.	Ext	Total
<b>I</b>	<b>II</b>	1A	Business Economics (OR)	4	4	25	75	100
		1B	Principles of Management					
<b>II</b>	<b>III</b>	2A	Business Law	4	4	25	75	100
		2B	(OR) Organisational Behavior					
	<b>IV</b>	3	Human Resource Management	4	4	25	75	100
	<b>IV</b>	4	Financial Management	4	4	25	75	100
<b>III</b>	<b>V</b>	5	Financial Markets	4	4	25	75	100
	<b>V</b>	6	Project Management (OR) Managerial Communications	4	4	25	75	100

**BUSINESS MANAGEMENT (MINOR)**  
**SEMESTER – IV – W.E.F. 2024-25**  
**COURSE3 : HUMAN RESOURCE MANAGEMENT**

Theory

Credits: 4

4hrs/week

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**Course Objectives:**

- To understand the significance of human resource management and role of HR Executives.
- To acquire knowledge on procurement and development functions.
- To understand the sources of recruitment and the stages in selection process.
- To gain knowledge on training and development methods.
- To understand the concept of Industrial relations and its impact on HRM.

**UNIT-1:INTRODUCTION**

Human Resource Management –Nature, Significance and Scope.Functions of HRM, Role of HR Manager, Advisory and service function to other departments.

**UNIT-II:PROCUREMENTANDDEVELOPMENTFUNCTIONS**

Human Resource Planning, Job Analysis, Job description, job specification. Recruitment- Sources of recruitment, process of recruitment, Selection- stages in selection process, techniques of Selection.

**UNIT-III:TRAININGANDDEVELOPMENT**

Significance and scope of Training, Designing of a Training Program, Steps in Training. Methods of Training - On the Job and Off the Job techniques. Executive Development - Concept, significance, Training Vs Development.

#### **UNIT-IV:PERFORMANCEAPPRAISAL**

Performance Appraisal- Importance of Performance Appraisal, Process of Performance Appraisal. Methods of Performance Appraisal – Traditional and modern techniques.

## **UNIT-V: INDUSTRIAL RELATIONS**

Industrial Relations - Definition, Significance, Objectives of Industrial Relations. Industrial Disputes – Types of Industrial Disputes. Grievance Redressal Procedure. Collective Bargaining – Objectives of Collective bargaining, Process of Collective bargaining, types of Collective bargaining.

### **ReferenceBooks:**

1. ATextbookofHumanResourceManagement–C.B.Mammoria&S.V.Ghankar.- HimalayaPublishingHouse.
2. PersonnelandHumanResourceManagement-Text&Cases,PSubbaRao,HimalayaPublishingHouse.
3. HumanResourceManagement – P.Jyothi,Oxford UniversityPress.
4. HumanResourceManagement,R.WayneMondy,RobertM,Noe,Pearson Education.

# Format of Model Question Paper

Semester-wise Syllabus under CBCS

(w.e.f. 2023-24 Admitted Batch)

SEMESTER - IV

## Course 3: HUMAN RESOURCE MANAGEMENT

Time: 3 hrs

Max. Marks 75

### Section A

*Answer any Five of the following*

**5 X 3=15 M**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### **Section - B**

**Answer any Five Questions(5 ×12 = 60 Marks)**

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

## SEMESTER – IV – W.E.F 2024-25

### COURSE 4 : FINANCIAL MANAGEMENT

Theory

Credits: 4

4hrs/week

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#### Course objectives:

- To gain basic knowledge of objectives of Financial Management and its functions.
- To understand the capital budgeting process and risk analysis in capital budgeting.
- To gain familiarization with different financial decisions that impact any organisation.
- Understand decisions relating to dividend policies and their valuation.
- Knowledge regarding significance of working capital management to organisation.

#### UNIT I: INTRODUCTION

Nature, Scope and Objectives of Financial Management, Functions of Finance - Role of Financial Manager in Modern Business Organizations.

#### UNIT II: INVESTMENT DECISIONS

Capital Budgeting Process – Cash Flow Estimation and measurement, Investment criterion. Methods of appraisal- Traditional Techniques and Discounted Cash Flow Methods. Risk analysis in capital budgeting.

#### UNIT III: FINANCING DECISIONS

Concept of Leverage, Types of Leverages. Capital Structure, Determinants of Capital Structure - Theories – Net Income approach, Net Operating Income approach. Cost of Capital : Types of Cost of Capital, Weighted Average Cost of Capital.

#### UNIT IV: DIVIDEND DECISIONS

Kinds of Dividends, Types of Dividend Policy. Dividend Theories - Walter's Model, Gordon's Model, Retained Earnings Policies.

#### UNIT V: WORKING CAPITAL MANAGEMENT

Concept of Working Capital, Determinants of Working Capital. Determination of Optimum level of Current Assets – Liquidity vs. Profitability, Estimating working capital needs, Financing strategies of working capital. Inventory Management – Inventory Control Techniques.

**ReferenceBooks:**

1. Brealey, Richard and Myers, Stewart: Principles of Corporate Finance, New York, McGrawHill India.
2. Soloman, Ezra, Theory of Financial Management, Columbia Press.
3. James C. VanHorne, Financial Management and Policy, Prentice Hall of India.
4. Weston J. Fred and Brigham, Eugene F., Managerial Finance, Dryden Press.
5. Prasanna Chandra, Financial Management, McGrawHill India.
6. Khan, M. Y. and Jain, Financial Management, McGrawHill India.

# Format of Model Question Paper

Semester-wise Syllabus under CBCS

(w.e.f. 2023-24 Admitted Batch)

SEMESTER - IV

## Course 4: FINANCIAL MANAGEMENT

Time: 3 hrs

Max. Marks 75

### Section A

*Answer any Five of the following*      5 X 3=15 M

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

### Section - B

**Answer any Five Questions(5 ×12 = 60 Marks)**

- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.