

Journals:

1. Income Tax Reports. Company Law Institute of India Pvt. Ltd.
2. Taxman. Taxman Allied Services Pvt. Ltd., New Delhi.
3. Current Tax Reporter. Current Tax Reporter, Jodhpur.

Software:

1. Dr. Vinod Kumar Singhania, e-filing of Income Tax Returns and Computation of Tax, Taxman Publications Pvt.Ltd., New Delhi.
2. Excel Utility available at incometaxindiaefiling.gov.in

Note: Latest edition of text books and Software may be used.

V. CORE COURSE -C 7:

(Credits: Theory-05, Tutorial-01)

Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100	Pass Marks (MSE + ESE) =40
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Instruction to Question Setter for***Mid Semester Examination (MSE):***

There will be **two** group of questions. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type** six questions of five marks each, out of which any four are to answer.

End Semester Examination (ESE):

There will be **two** group of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.

Note: There may be subdivisions in each question asked in Theory Examinations.

HUMAN RESOURCE MANAGEMENT**Theory: 75 Lectures; Tutorial: 15 Lectures****Unit I :**

Human Resources Management: Concept and Functions, Role, Status and competencies of HR Manager, HR Policies, Evolution of HRM, Emerging Challenges of Human Resource Management, workforce diversity, empowerment, Downsizing, VRS, Human Resource Information System.

Lectures: 15**Unit II :**

Acquisition of Human Resource: Human Resource Planning – Quantitative and Qualitative dimensions, job analysis – job description and job specification, Recruitment – concept and sources, Selection – Concept and process, test and interview, placement induction.

Lectures: 15**Unit III:**

Training and Development, Concept and Importance, Identifying training and Development Needs, Designing Training Programs, Role Specification and Competency Based Training, Evaluating Training Effectiveness, Training Process Outsourcing, Management development: Career Development.

Lectures: 15

Unit IV:

Performance appraisal, nature and objectives, Modern Techniques of performance appraisal, potential appraisal and employee counselling, job changes – transfers and promotions. Compensation: concept and policies, job evaluation, methods of wage payments and incentive plans, fringe benefits, performance linked compensation.

Lectures: 15**Unit V:**

Maintenance: employee health and safety, employee welfare, society security, Employer-Employee relations- an overview. Grievance handling and redressal Industrial Disputes causes and settlement machinery.

Lectures: 15**Suggested Readings:**

- Gary Dessler. A Framework for Human Resource Management. Pearson
- DeCenzo, D.A. and S.P. Robbins, “Personnel/Human Resource Management”, Prentice Hall of India, New Delhi.
- Bohlander and Snell, Principals of Human Resource Management, Cengage Learning.
- Chhabra, T.N. Essentials of Human Resource Management. Sun India Publication , New Delhi.
- Inancevich, John M. Human Resource Management. McGraw Hill.
- Wreather and Davis Human Resource Management. Pearson Education.
- Robert L. Mathis and John H. Jackson. Human Resource Management. Cengage Learning.

Note: Latest edition of text books may be used
