

9. Salvator, Managerial Economics, Thoson Asia Pvt Ltd., Mumbai.
10. Hendersen, Micro Economics Theory, TMH, New Delhi.

Paper – 1.7: INDIAN CONSTITUTION (Compulsory Paper for all Degree Courses)

Objectives: To provide the basic knowledge of the development and of the principles enshrined in the Constitution of India.

Unit – 1: **Constitution:** Significance of the Constitution; Making of the Constitution- Role of the Constituent Assembly, Salient features, the preamble, Citizenship, procedure for amendment of the Constitution.

Unit – 2: **Fundamental Rights:** Meaning and types of fundamental rights; the Right to Equality, the Right to Freedom, the Right against Exploitation, the Right to Freedom of Religion, Cultural and Educational Rights and Right to Constitutional Remedies.

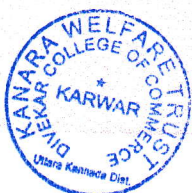
Unit – 3: **Nature of the Directive Principles of State Policy:** Meaning of Directive Principles; difference between of Fundamental Rights and Directive Principles of State Policy – Implementation of Directive Principles of State Policy, Fundamental Duties.

Unit – 4: **Union Government:** Powers and Functions of the President, the Prime Minister, Council of Ministers; composition, powers and functions of the Parliament; organisation of judiciary; jurisdiction of the Supreme Court; independence of judiciary.

Unit – 5: **State Government:** Powers and Functions of Governor, Chief Minister and Council of Minister; composition, powers and functions of State Legislature, Local Government and the Constitution; relation between the Union and the States.

Suggested Readings:

1. M. V. Pylee – An Introduction to Constitution of India, Vikas Publications, New Delhi-2005.
2. Subhash C. Kashyap – Our Constitution: An Introduction to India's Constitution & Constitutional Law, National Book Trust, New Delhi-2000.
3. Durga Das Basu – Introduction to the Constitution of India, PHI, New Delhi-2001.
4. D. C. Gupta – Indian Government & Politics, Vikas Publications, New Delhi-1994, VIII Edition.
5. J. C. Johari – Indian Government & Politics, Sterling Publishers, Delhi-2004.
6. V. D. Mahajan – Constitutional Development & National Movement in India, S. Chand & Company, New Delhi.
7. Constituent Assembly Debates, Lok Sabha Secretariat, New Delhi-1989.



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Suggested Readings:

1. S. A. Sherlekar – Company Law and Secretarial Practice, Himalaya Publishing House, Mumbai.
2. Acharya and Gorekar – Company Secretarial Practice, Himalaya Publications, Mumbai.
3. M. C. Kuchal – Secretarial Practice, Vikas Publications, New Delhi.
4. N. D. Kapoor – Company Law and Secretarial Practice, Sultan Chand and Sons, New Delhi.
5. Chawla and Garg – Company Law and Secretarial Practice, Kalyani Publications, New Delhi.
6. Garg K. C. – Secretarial Practice, Kalyani Publications, New Delhi.
7. Majumdar and Kapoor – Company Law and Practice, Taxmann, New Delhi.
8. Shukla and Mahajan - Company Law and Secretarial Practice, Sahitya Bhavan, Agra.
9. Gulsan and Kapoor - Company Law and Practice, New Age International, New Delhi.
10. Chakrabarty – Secretarial Practice, Kalyani Publications, New Delhi.

Paper – 3.4: HUMAN RESOURCE MANAGEMENT

Objectives: The course is designed to develop a knowledge base of basic concepts and skills required in the management of human resources employed in business organizations.

Unit – 1: *Introduction:* Evolution, meaning, definition, scope, objectives and functions of HRM; organization of HR department; qualities of HR manager; HRM v/s personnel management; environment of HRM – External and internal forces;

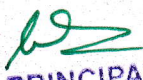
Unit – 2: *Human Resource Planning:* Meaning, importance and benefits of HRP; characteristics of HRP; need for planning; HRP Process - job analysis, job design, Job description and job specification; meaning of recruitment and selection; recruitment and selection process;

Unit – 3: *Training and Induction:* Meaning of training and induction; objectives and methods of induction; identification of training needs; objectives, benefits and methods of training; criteria of effective training methods; promotion and demotion – meaning and criteria; methods of training; concepts of transfers and separation.

Unit – 4: *Wage and Salary Administration:* Meaning, objectives and components of employee compensation; determinants of pay structure and level; methods of wage fixation – individuals and group incentives; bonus, fringe benefits and job evaluation systems; stock-ownership plans.

Unit – 5: *Performance Measurement:* Meaning, objectives, nature, scope and characteristics of performance measurement; essentials of effective performance measurement; methods of appraising performance – behaviour-oriented methods and result-oriented methods;




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- Unit – 3: **Deductions from Gross Total Income:** Rebates and reliefs; Deductions available to individuals under sections 80C to 80U; computation of total income; practical problems.
- Unit – 4: **Assessment of Individuals:** Procedure for computing total income, rates of tax; practical problems; Assessment of Partnership firms: Assessment of firms - provisions of Sections 184 and 40(b); computation of book profits; set off and carry forwards; computation of total income of firms; practical problems
- Unit – 5: **Income Tax Authorities:** Appeals and Procedures of Assessment; Forms of Tax returns and PAN; submission of tax returns.

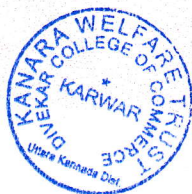
Suggested Readings:


1. Vinod K. Singhanian & Kapil Singhanian – Students Guide to Income Tax, Taxmann Publications, New Delhi.
2. Mehrotre – Income Tax Law & Accounts, Sahitya Bhavan, Agra.
3. Bhagavati Prasad – Law & Practice of Income in India, New Age International Publishers, New Delhi.
4. Girish Ahuja & Ravi Gupta – Direct Taxes, Bharat Publications.
5. T. N. Manoharan – Direct Taxes, Snow White Publications.
6. Hariharan, Income Tax – Law and Practice, TMH, New Delhi.
7. Lal, B B, Income Tax and Central Sales Taxes – Law and Practice, Pearson Education, New Delhi.
8. K K Agarwal, Insight into Income Tax, Atlantic Publishers, New Delhi.
9. Whittenburg and Altus Buller, Fundamentals of Income Tax, Cengage Publications, New Delhi.
10. Chandrashekara, Ramachandra and Mariyappa, Income Tax, Himalaya Publications, Mumbai.

Paper – 6.3: BUSINESS LAWS

Objectives: To acquaint students with the fundamentals of various business laws as applicable to business organizations in India.

- Unit – 1: **The Indian Contract Act-1872:** Definition and essentials of valid contract, kinds of contract, offer, acceptance, consideration, capacities of parties to contract, free consent, stranger to contract.
- Unit – 2: **Contingent Contracts:** Meaning and performance of contract; discharge of contract, quasi contracts, contingent contracts, wagering agreements, breach of contracts and remedies.
- Unit – 3: **Special Contracts:** Quasi Contract – cases deemed to be quasi contracts; Contract of Indemnity and Guarantee; Contract of Bailment and Pledge – meaning, duties and rights of bailor and bailee; Contract of Agency – definition of agent and principal; general rules of agency.




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- Unit - 4: **Competition Law, 2002:** Concepts and definition; salient features, components of Competition Act – anti-competition agreements, abuse of dominance, combinations regulation and competition advocacy; duties, powers and functions of Competition Commission.
- Unit - 5: **Consumers' Protection Act:** Meaning and definition of consumer, consumer dispute, complaint, complainant; restrictive and unfair trade practices; rights of consumer; consumer protection council; Consumer Grievances Redressal Agencies – district form, state commission and national commission.

Suggested Readings:

1. N D Kapoor, Business Laws, Sultan Chand & Sons, New Delhi.
2. Bulchandani, K R, Business Laws, Himalaya Publishing House, Mumbai.
3. Kuchhal M C, Mercantile Law, Vikas Publications, New Delhi.
4. Pomeroy D A, Business Laws, South Western Publications, Cincinnati
5. P C Tulsian, Business Law, TMH, New Delhi.
6. V Balachandran and S Thothadri, Business Law, TMH, New Delhi.
7. Ashok Sharma, Business Law, FK Publications, New Delhi
8. Satish B Mathur, Business Law, TMH, New Delhi.
9. Gulshan S S, Business Law including Company Law, New Age International, New Delhi.

Paper – 6.4: INDUSTRIAL ECONOMICS

Objectives: To equip students with an understanding of the basic concepts and principles of industrial economics

Unit – 1: **Meaning and Scope of Industrial Economics:** Need, importance and role of industries in economic and social development; industry and agriculture linkages; industry classification – public, private, joint and cooperative sectors; MNCs and their role

Unit – 2: **Location of Industries:** Theories of Location; factors influencing location decision; dispersal and decentralization of industries; need for balanced regional development of industries; industrial dispersal policy and balanced regional development in India.

Unit – 3: **Composition of Industrial Sector:** Structure of large scale industries in India – sugar, cotton, iron and steel; agro-processing sector, cottage and village industries; rural industrialization; emerging global competition and Indian industry; impact of liberalization and privatisation on SSI sector.



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5. T Siddaiah, Financial Services, Pearson Education, New Delhi.
6. Tripathy, Financial Services, PHI, New Delhi.
7. Padmalatha Suresh and Justin Paul, Management of Banking and Financial Services, Pearson Education, New Delhi.
8. Joseph Anbarasu and Others, Financial Services, Sultan Chand & Sons, New Delhi.
9. Batra G S and Batra B S, Management of Financial Services, Deep and Deep Publications, New Delhi.
10. Sriyatsav R M, Indian Financial System, Rishi Publishers, Hyderabad.

Paper – 5.7: HUMAN RESOURCE PLANNING AND DEVELOPMENT

Objectives: To develop an understanding of various concepts and principles of human resource planning and development and equip necessary skills of managing human resources.

Unit – 1: **Introduction:** HR planning – concepts, objectives and importance; type of HR plans and approaches; HRD – concept, objectives and importance of HRD; scope of HRD.

Unit – 2: **Training and Development:** Concepts and comparison between training and development; training process, training needs analysis; training techniques; methods of training; criteria of choosing right training techniques; evaluation of training effectiveness; Development – nature and purpose; development techniques.

Unit – 3: **Organizational Development:** Definitions and concept, characteristics, operational goals; conditions for organizational development success; phases and techniques of OD.


Unit – 4: **Development of managers in HRD:** Meaning of potential appraisal; meaning of counselling, objectives, process and conditions for effective counselling.

Unit – 5: **Managing Quality and Productivity:** Alternative work arrangements, attitude service, TQM programmes, self-directed teams; participative decision-making; recent trends in HRD.

Suggested Readings:

1. Wilson, Human Resource Development, Kogan Page Publishers, London.
2. M S Reddy and Others, Human Resource Planning, Discovery Publishing House, New Delhi.
3. J Bramham, Human Resource Planning, Universities Press, Hyderabad.
4. J M Werner and R L Desimone, Human Resource Development, Cengage Learning, New Delhi.
5. K Aswathappa, Human Resource and Personnel Management – Text and Cases, TMH, New Delhi.




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