



**AQAR 2020-21**

**1.3 Curriculum Enrichment**

**1.3.2 Value Added Course Report- Human Resource Management**



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**  
**ST. JOSEPH'S COLLEGE (Autonomous)**

*Re-accredited with A++ Grade by NACC & College with Potential for Excellence*

**TIRUCHIRAPPALLI – 620 002, INDIA.**

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**REPORT ON THE VALUE ADDED COURSE:**

**FINANCE FOR WORK PLACE**

PG and Research Department of Human Resource Management has organized the value added course for this academic year 2020-21 under the title 'Finance for work place'. Head of the department Dr J Wilfred Angello Gerald was the course coordinator. The program scheduled for 15 days with 2 hours class each day amounting to 30 Hours. The commencement day was 17.02.2021 and the concluding day is 05.03.2021. The inauguration was held on 17<sup>th</sup> February 2021 at 3.00PM in the afternoon. Initially Head of the Department Dr J Wilfred Angello Gerald invited the gathering and highlighted the importance of the value added course in this topic of Finance for work place. Rev Dr K Arockiam S J, Director, Sacred Heart Hostel, St. Joseph's College (Autonomous), Tiruchirappalli blessed and felicitated the program. Later the training program was started for the first day.

37 students belonging to HRM department of both shifts I & II registered for this value added course and they actively participated in this program. Dr B Augustin Arockiaraj, Dr Vinoth Kumar, Dr Francis Vijayakumar, Dr, Bastin Arockiaraj and Prof S. Arputharaj were the resource persons for the entire Value added course. Dr B Augustin Arockiaraj focused on the following topics accounting: objectives, functions, branches and systems of accounting, Journal, ledger and Trial balance for his training sessions. Dr Francis Vijaykumar concentrated on Cost: concept, classification, Marginal costing, basic understanding of breakeven analysis, Cost volume profit analysis, margin of safety. Dr Vinoth Kumar dealt with Financial Frame Work consisting of Basics of Final accounts, trading accounts, Profit and loss accounts, and Balance sheet, components of Depreciation, Fund flow and Cash flow statement - uses and differences between them. Financial Decision dealing with Budget, types, zero base budgeting, budgetary control, Capital budgeting and dividend. Indian finance system- primary Market, secondary market, capital market (organized and unorganized) and money market (organized and unorganized) was

looked after by Prof S. Arputharaj. Finally Dr B Augustin Arockiaraj concentrated on Financial Analysis consisting of Financial management, Time value of money: classification, long term and short term nature, Inventories: meaning, types, benefits, ABC analysis, VED analysis, safety stock, danger stock, minimum stock level, maximum stock level

Each day the students had theoretical inputs (technical sessions) followed by question sessions for 15 minutes to assess the understanding of the students. This was followed every day in each class hours. Students were trained on practical aspects of finance that is much need in industrial environment. II PG Human resource Management students belonging to both shift I and II participated in this training program in large numbers. Towards the completion of the course students were subjected to test the course outcomes. It was observed that 70% of the course outcomes were justified. This was given by the resource persons through their regular assessments. During the feedback session, students made a request to enhance the total hours to 40 hours so that more about finance can be learnt. At the final day , Certificates were distributed to the students with grades mentioned as per their performance.

**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT  
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI-2**

**20PHRVAC 101**

**FINANCE FOR WORK PLACE**

**DURATION: 30Hrs**

**The syllabus is framed with 80% theory (vital) and 20% problems (optional)**

**COURSE OUTCOMES:**

- Being acquainted with the required finance knowledge at the work place irrespective of the position.
- Understand the existing finance skills in a work environment
- Be conversant to share the accounting skills needed to work together.
- Familiar with the accounting skills that integrate people at hierarchical level.
- Being efficient with the contemporary financial terminology that link people at work place
- Proficient to get along with the enhanced corporate financial skills for relating people.

**UNIT 1: BASICS OF ACCOUNTS**

Accounting: objectives, functions, branches and systems of accounting. Introduction to Journal, ledger and Trial balance:

**UNIT 2: FINANCIAL FRAME WORK**

Basics of Final accounts, trading accounts, Profit and loss accounts, and Balance sheet: meaning and components Depreciation: meaning and reasons  
Fund flow and Cash flow statement: meaning, uses and differences between them.

**UNIT 3: UNDERSTANDING COST**

Cost: concept, classification, Marginal costing: meaning, basic understanding of breakeven analysis, Cost volume profit analysis, margin of safety.

**UNIT 4: FINANCIAL ANALYSIS**

Financial management: meaning, objectives,. Time value of money: classification, long term and short term nature, Inventories: meaning, types, benefits, ABC analysis, VED analysis, safety stock, danger stock, minimum stock level, maximum stock level

**UNIT 5: FINANCIAL DECISION**

Budget: meaning, types, zero base budgeting, budgetary control, Capital budgeting and dividend. Indian finance system: primary Market, secondary market, capital market (organized and unorganized) money market (organized and unorganized).

**Text Books**

1. Dr.Maheswari S.N,(2017) Financial Accounting, Sultan Chand and Sons, New Delhi-23.
2. Dr . MaheswariS.N,(2016) Principlesof Cost and Managerial Accounting,Sultan Chand and Sons, New Delhi-23.

**Reference book**

1. Varshney P.N. and Mittal D.K.,(2015) Indian Finance System , Vikas Publishing House Pvt. Ltd., New Delhi-14.



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Offers value added course

On

## **Finance for work place**

Course duration	Dates	Time
30 Hours	Between 17.02.2021 and 03.03.2021	3.00 PM – 5.00 PM

### **Features of this programme**

- Understand the existing finance skills in a work environment
- Be conversant with the accounting skills needed to work together.
- Familiar with accounting skills that unit people at various hierarchical level.
- Proficient to get along with enhanced corporate financial skills for relating people.

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**Candidates are trained by expert faculty of SJC**

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**Fees: Rs 250 only \***

**\* Enroll before 15<sup>th</sup> February 2021**

**Dr J Wilfred Angello Gerald**

Course Coordinator & Head of the Department

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*All Are Invited*

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**PG AND RESEARCH DEPARTMENT OF  
HUMAN RESOURCE MANAGEMENT**

**ST. JOSEPH'S COLLEGE (Autonomous)**  
Tiruchirappalli-2

**INAUGURATION OF THE VALUE COURSE**  
**On**  
**'FINANCE FOR WORK PLACE'**

**Dr. J. WILFRED ANGELLO GERALD**  
Head, Dept. of HRM, St Joseph's College (Autonomous),  
Tiruchirappalli-2

*Welcomes the gathering*

**REV DR. K. AROCKIAM SJ**  
Director- Sacred Heart Hostel,  
St Joseph's College (Autonomous), Tiruchirappalli-2

*Will bless and felicitates the gathering*

Date: 17.02.2021 Time: 3.00 PM

Venue: Google Meet

All are welcome