

Department of Public Administration & HRM
Kakatiya University, Warangal
Model Scheme of Instruction and Examination
B.A HUMAN RESOURCE MANAGEMENT (Regular)
Choice Based Credit System (CBCS) Syllabus - w.e.f. 2017-2018

Year	Semester	DSC/GE/ DSE/SEC	Paper	Title	Credits	Hours	Exam Duration	Internal Marks	External Marks	Max. Marks
I	I	DSC	Paper - I	Management	5	5	3 Hrs	20	80	100
	II	DSC	Paper - II	Organizational Behaviour	5	5	3 Hrs	20	80	100
II	III	DSC	Paper-III	Human Resource Management	5	5	3 Hrs	20	80	100
		SEC	Paper - I	Communication Skill in English	2	2	2 Hrs	10	40	50
	IV	DSC	Paper - IV	Compensation Management	5	5	3 Hrs	20	80	100
		SEC	Paper-II	Banking & Insurance	2	2	2 Hrs	10	40	50
III	V	DSC	Paper - V	Industrial Relations	4	4	3 Hrs	20	80	100
		DSE	Paper - I A	Information Technology	4	4	3 Hrs	20	80	100
		DSE	Paper - I B	Employee Welfare						
		DSE	Paper - I C	Entrepreneurship Development						
		GE	Paper - I	Fundamentals of Office Management	5+1	6	3 Hrs	20	80	100
		SEC	Paper-III	Telangana Heritage and Culture	2	2	2 Hrs	10	40	50
	VI	DSC	Paper - VI	Industrial Laws	4	4	3 Hrs	20	80	100
		DSE	Paper - IIA	Social Security Legislation	4	4	3 Hrs	20	80	100
		DSE	Paper - II B	Human Resource Information Systems						
		DSE	Paper - II C	Financial Management						
		GE	Paper - II	Management	5+1	6	3 Hrs	20	80	100
		SEC	Paper - IV	Personality Development & Soft Skills	2	2	2 Hrs	10	40	50

DSC- (Discipline Specific Course), **SEC** -(Skill Enhancement Course) & **DSE** -(Discipline Specific Elective) for Students of HRM.

GE- (Generic Elective) or Inter-Disciplinary Course for Students of Social Sciences other than History (5 Credits + 1 Tutorial).

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Syllabus w.e.f. 2016-2017

B.A Human Resource Management
I YEAR

Semester – I

Paper-I: Management

Unit – 1: Basics of Management

- i. Meaning and Importance of Management
- ii. Evolution of Management
- iii. Principles and Functions of Management

Unit – 2: Approaches to HRM

- i. Behavioral Approach, Herbert A Simon
- ii. Human Relations Approach Elton Mayo
- iii. Management Science Approach
- iv. Systems Approach to Management Process

Unit – 3: Management and Society

- i. Concept of Corporate Social Responsibility
- ii. Business Management and Professional Ethics
- iii. Challenges of HR Professionals

Unit – 4: The Process of Management - I

- i. Strategic Planning.
- ii. Decision Making
- iii. Management by Objectives (MBO)

Unit – 5: The Process of Management - II

- i. Leadership and Control
- ii. Decentralization
- iii. Restructuring and Reinventing

Suggested Readings:

1. Koontz and Heinz Wehrich, Essentials of Management, Penguin Books, New Delhi, 2006 (Reprint).
2. Sherlekar, S.A., Management, Himalaya Publishing House, Mumbai.
3. Tripathy, P.C. and P.N.P. Reddy, Management, Tata McGraw Hill, New Delhi, 2007 (3rd Edition).
4. Robbins Stephen, P. and Mary Coulter, Management, Pearson Education Ltd., New Delhi.
5. Stoner, James A.F. Freeman “ Management” pearson Education