

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
		<i>SEC</i>	<i>Paper - I</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
		<i>SEC</i>	<i>Paper-II</i>	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
		<i>SEC</i>	<i>Paper-III</i>	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
		<i>SEC</i>	<i>Paper - IV</i>	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).

Prof.T. Yadagiri Rao

Chairperson, BoS Dept of Public Administration & HRM

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B.A Human Resource Management
II YEAR

SEMESTER – III

Paper-III : Human Resource Management

Unit – 1: Introduction

- i. Meaning and Importance of Human Resource Management
- ii. Personnel Management and Human Resource Management functions
- iii. Human Resource Practices: Contemporary Challenges

Unit –2:. Human Resources Planning

- i. Importance of Human Resource Planning
- ii. Process of Human Resource Planning
- iii. Human Resource Planning in India

Unit –3: Recruitment & Selection

- i. Importance of Recruitment and Types of Recruitment
- ii. Recruitment principles, Methods and Selection Process
- iii. Managing Career, Career Planning

Unit – 4: Training & Development

- i. Importance of Training
- ii. Types and Methods of Training
- iii. Planning and implementation of training programmes

Unit – 5: Strategic Human Resource

- i. Importance of Strategic Human Resource
- ii. Technology Upgradation – Multi skilling
- iii. HR Account and HR Auditing

Suggested Readings:

1. Seema Sanghi, Human Resource Management, McMillan, Delhi, 2011.
2. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.
3. V.S.P.Rao, Human Resource Management : Text & Cases, Excel Books, Delhi.
4. Dr.Rao, P.L., Comprehensive HRM, Excel Pub. New Delhi.
5. Venkatratnam C.S. and Srivastava, V.K., Personnel Management and HRM, Tata McGraw Hill Co.Ltd., New Delhi.

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SEMESTER- III

(Skill Enhancement Course)
Paper: I - Communication Skills in English

Max. Marks: 40

Unit I: Communicative English: Meaning – Significance – Learning English through Listening, Speaking, Reading and Writing (LSRW). Listening skills: Factors influencing – Barriers in listening – Effective listening - Practice of interpersonal listening. Meaning and significance of Oral and Written Communication – Principles of oral communication –Preparing for oral communication – Practice of oral communication with pre-announced topics – Extempore. Tenets of written communication – Practice of written communication with displayed text - Practice of written communication with pre-announced topics and extempore.

Unit II: Business and Corporate Correspondence: Meaning – Significance – Types of Business Letters - Principles of letter writing – Formats – Practice of letter writing in different situations. Corporate correspondence: Types of Meetings -Notice and Agenda – Practice of preparing notice and agenda for different meetings – Writing press releases – advertisements – Circulars – Memos – Enquires – Replies – Writing minutes and resolutions of different meetings. E-mails – Writing e-mails.

Suggested books:

1. Sarma V V S, Muralidhar D and Saritha M, LOTUS: Interactive Communication, Camel Published, 2016.
2. Aruna Koneru, Professional Communication, Tata McGraw Hill, New Delhi, 2008.
3. Sehgal M K and Khetarpal Vandana, Business Communication, Excel Books, New Delhi, 2008.
4. Varinder Kumar and Bodh Raj, Business Communication, Kalyani Publishers, Ludhiyana, 1998.