

**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
<b>I</b>	<b>I</b>	DSC	Paper - I	Management	5	5	3 Hrs	20	80	100
	<b>II</b>	DSC	Paper - II	Organizational Behaviour	5	5	3 Hrs	20	80	100
<b>II</b>	<b>III</b>	DSC	Paper-III	Human Resource Management	5	5	3 Hrs	20	80	100
		<i>SEC</i>	<i>Paper - I</i>	<b>Communication Skill in English</b>	2	2	<b>2 Hrs</b>	<b>10</b>	<b>40</b>	<b>50</b>
	<b>IV</b>	DSC	Paper - IV	Compensation Management	5	5	3 Hrs	20	80	100
		<i>SEC</i>	<i>Paper-II</i>	<b>Banking &amp; Insurance</b>	2	2	<b>2 Hrs</b>	<b>10</b>	<b>40</b>	<b>50</b>
<b>III</b>	<b>V</b>	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>	<b>Telangana Heritage and Culture</b>	2	2	<b>2 Hrs</b>	<b>10</b>	<b>40</b>	<b>50</b>
	<b>VI</b>	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>	<b>Personality Development &amp; Soft Skills</b>	2	2	<b>2 Hrs</b>	<b>10</b>	<b>40</b>	<b>50</b>

**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 – IV**

**Paper-IV: Compensation Management**

**Unit – 1: Introduction**

- i. Importance of Compensation Management
- ii. Employee Compensation and influencing factors
- iii. Fixation of Wage and Salaries

**Unit – 2: Employee Compensation**

- i. Compensation, Plan and Policies
- ii. Rewards and Expectancy theory
- iii. Methods of Appraising Performance

**Unit – 3: Concepts and Emerging Trends**

- i. Employee Separation
- ii. Redundancy
- iii. Downsizing, Voluntary Retirement, Out Sourcing

**Unit – 4: Strategy: Approaches and issues**

- i. Role of Knowledge Management – Definition & Significance
- ii. Role of Change Management
- iii. Attraction – Retention Strategies

**Unit – 5: International Human Resource Management**

- i. Importance and Approaches of International Human Resource Management
- ii. Objectives and Functions of International Human Resource Management
- iii. Issues and Challenges.

**Suggested Readings:**

1. Dr. Mousumis. Bhattacharya & Dr Nilanjan Sen Gupta “Compensation management” Excel books, New Delhi
2. Prof Sharad D.Geet “ Human Resource Management” Nirali Prakashan, Pune
3. Mrs Y.L.Giri “ Human Resource Management: Managing people at work, Nirali Prakashan, Pune
4. Dr A.Vijaykumar and others”Human Resource Management” Telugu Akademi, Hyderabad
5. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

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**II YEAR**

**SEMESTE-IV**

**(Skill Enhancement Course)**  
**Paper: II: Banking and Insurance**

**Unit – I: Banking**

1. Origin, definition and importance of banking.
2. Origin and growth of commercial banks in India.
3. Meaning and Importance of E-banking, Types of Banking: Internet Banking, Mobile banking, Virtual banking, E payments.

**Unit – II: Insurance**

1. Basic concept of risk.
2. Types of business risk.
3. Types of insurance: Life and Non-life.

**Suggested Readings:**

1. Agarwal, O.P., *Banking and Insurance*, Himalaya Publishing House
2. Satyadevi, C., *Financial Services Banking and Insurance*, S.Chand
3. Suneja, H.R., *Practical and Law of Banking*, Himalya Publishing House
4. Chabra, T.N., *Elements of Banking Law*, DhanpatRai and Sons
5. Arthur, C. and C. William Jr., *Risk Management and Insurance*, McGraw Hill
6. Saxena, G.S; *Legal Aspects of Banking Operations*, Sultan Chand and Sons
7. Varshney, P.N., *Banking Law and Practice*, Sultan Chand and Sons