

**KAKATIYA UNIVERSITY**  
**U.G. Human Resource Management (Under CBCS)**  
**B.A. Final Year**  
**SEMESTER – VI**

**PAPER-VI: INDUSTRIAL LAWS**

**Unit – 1: Trade unions in India**

- i. Origin and Growth of Trade Unions
- ii. Trade Unions – Concept, Constitution & Structures at National Level and its Functions
- iii. Trade Unions Problems and its Challenges

**Unit – 2: Industrial laws**

- i. Trade union act 1926
- ii. Trade unions (amendment) act 2001
- iii. Industrial employment act 1946

**Unit – 3: Workers Participation in Management**

- i. Meaning ,objectives and essential conditions
- ii. Workers Committee (Industrial Disputes Act)
- iii. Joint Management Councils
- iv. Board of Conciliation
- v. Collective Bargaining

**Unit – 4: Employee discipline**

- i. Meaning, Objectives
- ii. Disciplinary Procedure
- iii. Role of HR Manager
- iv. Principles of Effective Discipline

**Unit – 5: Industrial Disputes**

- i. Industrial Disputes, Causes and Consequences
- ii. Functioning of Trade Unions
- iii. Collective bargaining and workers participation

**Suggested Readings:**

1. Malik P.L. “Industrial Law” Eastern Book Company, Lucknow
2. P.K.Padhi “Labour and Industrial laws” PHI Learning Private Limited, New Delhi
3. Arun Monappa and others “Industrial Relations and Labour Laws” Tata McGraw Hill Education Pvt. Ltd, New Delhi.
4. H.L.Kumar; “Labour Laws”, Universal Law Publishing Co, New Delhi.

**KAKATIYA UNIVERSITY**  
**U.G. Human Resource Management (Under CBCS)**  
**B.A. Final Year**  
**SEMESTER – VI**

**PAPER-VI: OPTIONAL (A) SOCIAL SECURITY LEGISLATION**

**Unit – 1: Introduction**

- i. Concepts, Scope and Importance of Social security
- ii. Industrial Employees, Financing of Social Security Schemes
- iii. Social Security Legislation

**Unit – 2: Labour Management**

- i. Labour Ministry, Chief Labour Commissioner, Director of Factories
- ii. Director General of Employment & Training
- iii. Director General of Factory Advice Service

**Unit – 3: Legislation:**

- i. Payment of Bonus Act
- ii. Workmen's Compensation Act
- iii. Coal Mines

**Unit – 4: International Organisations**

- i. ILO on Social Security Legislation
- ii. International norms on social security for labour
- iii. ILO Conventions and Recommendations on Social Security
- iv. Comparison of minimum standards of ILO and standards envisaged in Indian Legislation

**Unit – 5: Payment of Gratuity Act**

- i. Importance of Payment of Gratuity Act 1972
- ii. Payment and Protection of Gratuity
- iii. Provident Fund Act

**Suggested Readings:**

1. R.N.Choudhry, Commentary on the Workmen's Compensation Act 1923 (2000), Orient
2. S.C. Srivastava, Social Security and Labour Laws 1985
3. R.W. Rideout Principles of Labour Law 1988
4. H.K. Saharay, Industrial and labour Laws of India 1987
5. Munkman, Employers' Liability
6. Harry Calvert, Social Security Laws

**KAKATIYA UNIVERSITY**  
**U.G. Human Resource Management (Under CBCS)**  
**B.A. Final Year**

**SEMESTER – VI**

**PAPER-VI: OPTIONAL (B) HUMAN RESOURCE INFORMATION SYSTEMS**

**Unit – 1: Introduction**

- i. Introduction, Concept and Definition of Human Resource Information Systems
- ii. Human Resource Information Systems – Models
- iii. Acquiring and Implementing Human Resource Information Systems

**Unit – 2: Information System: Decision Making**

- i. Decision making concepts and models
- ii. Decision Analysis
- iii. Management Information System and decision tables – decision tree & data flow diagrams

**Unit – 3: Cost Benefit Analysis & f Human Resource Information systems**

- i. Value of Information
- ii. Reliability, Maintenance and Security of Human Resource information Systems
- iii. Strategic Planning and HR Information Systems

**Unit – 4: Application of MIS**

- i. Mee Seva
- ii. E-Suvidha
- iii. RTA: M-Wallet

**Unit – 5: Use of ICT for MIS**

- i. Concept of DBMS and components of computerized information systems
- ii. Database concept – Types and Advantages
- iii. Database control – File design – Types and structure

**Suggested Readings:**

1. Dharminder kumar and sangeeta gupta, Management Information System
2. Ashok Arora and Akshaya Bhatia Management Information System
3. Jawadekar, W.S Management Information System, Tata Mc Graw hill
4. Pandey, US, Rahul Srivatsava & Saurabh Shukla, E-Commerce and its Applications, 2007
5. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.

**KAKATIYA UNIVERSITY**  
**U.G. Human Resource Management (Under CBCS)**  
**B.A. Final Year**  
**SEMESTER – VI**  
(Discipline Specific Elective)  
Paper –IIC (**Optional – C**)

**Paper - IIC: FINANCIAL MANAGEMENT**

**Unit – I: Introduction:**

1. Financial Management: Meaning-Nature-Scope-Functions-Importance-Objectives
2. Profit Maximization-Wealth Maximization-Implications of wealth maximization
3. Organization of Finance Function – Financial Decisions- Role of a Financial Manager

**Unit –II: Financial Planning:**

1. Financial Planning: Meaning and Definition –Objectives-Characteristics-Process-Factors
2. Steps in Financial Planning – Principles of a Sound Financial Planning
3. Sources of Finance – Long term finance – Shares, Debentures and Term Loans- Mutual Funds. Short term finance –Money Market Instruments-Commercial paper-Certificates of Deposit-Bills

**Unit – III. Capitalization:**

1. Meaning of Capital and Capitalization-Source of Capital- Theories of Capitalization
2. Over Capitalization: Meaning – Causes-Consequences –Remedies
3. Under Capitalization: Meaning – Causes-Consequences-Remedies-Comparison of Under and Over Capitalization

**Unit- IV: Working Capital Management:**

1. Working Capital Management: Meaning-Concept-Classification-Significance-Determinants of Working Capital
2. Sources of Working Capital – Cash Management-Receivables Management-Inventory Management
3. Cash Management-Cash Forecasting and Budgeting-Optimum Credit Policy

**Unit – V: Dividend Decision:**

1. Meaning-Need and Significance of dividends- Types of dividends
2. Dividend Policy of Corporations – Factors influencing dividend Policy
3. Dividend theories: a) Walter’s Model b) Gordon’s Model c) MM Hypothesis

**Suggested Readings:**

1. Pandey I.M: Financial Management. 2). Khan & Jain: Financial Management
3. Van Horne J.C. Fundamentals of Financial Management
4. Van Horne J.C. Financial Management & Policy
5. Maheshwari S.N. Elements of Financial Management
6. Chandra Prasanna: Financial Management
7. Shashi K. Gupta & R.K. Sharma: Financial Management
8. Banerjee: Fundamentals of Finance Management

**KAKATIYA UNIVERSITY**  
**B.A. Final Year (Under CBCS)**

**SEMESTER – VI**  
**(GE-2) GENERIC ELECTIVE-II**  
**(FOR ALL SOCIAL SCIENCE FACULTY DEPARTMENTS)**

---

**PUBLIC HEALTH AND HYGIENE**

**Credits: 2**

**Theory :    hours/week**

**Marks:**

**UNIT – I : NUTRITION AND ENVIRONMENT**

- 1.1 Balanced diet and Malnutrition.
- 1.2 Nutritional deficiencies and disorders- Carbohydrates, proteins, lipids, vitamins and minerals.
- 1.3 Occupational, Industrial, agricultural and urban Health-Exposure at work place, urban areas, industrial workers, farmers and agricultural labourers, Health workers and health disorders and diseases.
- 1.4 Environmental pollution and associated Health hazards, Water borne diseases and Air borne diseases.

**UNIT-II : DISEASES AND HEALTH CARE**

- 2.1 Causes, Symptoms, Diagnosis, Treatment and Prevention - Malaria, Filariasis, Measles, Polio, Chicken pox, Rabies, Plague, Leprosy,.
- 2.2 Causes, Symptoms, Diagnosis, Treatment and Prevention of non communicable diseases - Hypertension, Coronary Heart diseases, Stroke, Diabetes, Obesity and Mental ill-health.
- 2.3 Health care legislation in India – Termination of pregnancy act, Maternity benefit act, Biomedical waste act, ESI act.
- 2.4 First Aid and Health awareness, personal health care record maintenance.

**KAKATIYA UNIVERSITY**  
**U.G. Human Resource Management (Under CBCS)**  
**B.A. Final Year**  
**(Skill Enhancement Course)**

**PAPER: IV- PERSONALITY DEVELOPMENT & SOFT SKILLS**

**Unit I: Personality Development:** Personality Development: Meaning- Characteristics – Determinants – Ingredients of pleasing personality. Learning: Meaning – Characteristics – Significance – Principles of learning. Self esteem: Meaning – Characteristics – Significance - Building self esteem.

**Unit II: Self Management:** Attitude Development: Meaning – Characteristics – Significance – Building Positive Attitude. Achievement Motivation: Meaning – Characteristics – Significance – Goal setting for achievement – Strategies of achievement motivation. Emotional Intelligence: Meaning – Characteristics – Significance – Strategies of developing emotional intelligence: Fear, Anger and Anxiety.

**Suggested Readings:**

1. Sarma V S Veluri & Muralidhar D., Personal Empowerment: LOTUS Series - Interactive Learning, CAMEL Limited, 2017.
2. Sarma V S Veluri and Others. Jeevan nipunyaalu: LOTUS Series, (Telugu), CAMEL Limited, 2017.
3. K Alex, Soft Skills, S. Chand & Company, 2013
4. Narula, S S., Personality Development & Communication Skills, Taxman Publications Pvt. Ltd. New Delhi.
5. Arora, A., Communication Skills and Personality Development, Kalyani Publishers, Ludhiana, 2015.