



ADIKAVI NANNAYA UNIVERSITY :: RAJAMAHENDRAVARAM
B.A. Human Resource Management Syllabus(w.e.f: 2020-21 A.Y)

UG PROGRAM (4 years Honors)
CBCS-2020-21

B.A
HUMAN RESOURCE MANAGEMENT



Syllabus and Model Question Papers



DETAILS OF COURSE TITLES & CREDITS

Sem	Course No.	Title of the Course	Course Type (T/L/P)	Hrs./Week (Arts:5)	Credits (Arts: 4)	Max. Marks Cont/ Internal/ Mid Assessment	Max. Marks Sem-end Exam
I	1	Human Resource Management	T	5	4	25	75
II	2	General Management, Leadership & Organizational Behavior	T	5	4	25	75
III	3	Labour Welfare And Compensation	T	5	4	25	75
IV	4	Labour Legislation	T	5	4	25	75
	5	Industrial Relations And Trade Unions	T	5	4	25	75
V	6A	Calculations of Statutory Commitments For Hr	T	5	4	25	75
	6B	Management Information Systems	T	5	4	25	75
	6C	Measurement And Hr Software	T	5	4	25	75
TOTAL				25	20	125	375

Note: *Course type code: T: Theory, L: Lab, P: Problem solving



OBJECTIVES OF THE COURSE:

The syllabus for B.A for the Human Resource Management Course is prepared as per the guidelines of the University Grants Commission on Choice Based Credit System for six semesters with suggested text books and readings. The designed curriculum is apt for globalised scenario in business for all public sectors, private sector and service sector including software which can integrate Human Resource function into business management effectively .The program with its theoretical and field work approach is intended to develop and enhance skills and competencies not only to understand and analyze the conceptual issues and problems but also to develop a problem solving approach to business through HR technologies.

To provide a perspective to comprehend the feel, a sound knowledge of concepts and theories is also envisaged. The course is designed to sensitize and appreciate the role and responsibilities of a HR manager and line managers as well in a fast changing business environment both at the nation and global level in large, medium and small industries.

The course specially incorporated HR measurement and computational issues through the use of software and internet to improve competency base for the increased acceptance of all types of industry throughout the world. A special focus is envisaged on leadership development to augment leadership skills among the new generation of graduates.



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B.A.	Semester - I	Credits:4
Course:1	Human Resource Management	Hrs/wk:5

Objectives:

- To Introduce basic concepts of HRM its role and functions with reference to any business organization.
- To cope with the basic understanding of HR activities, Policies, procedural guidelines ..
- To enable the students to learn both managerial and operative functions of HRM in detail.

UNIT I:

Human Resource Management: Meaning – Evolution of HRM Role: Functions– Role of HRM in the organization Duties of HR Manager –, HR Scenario in India – Role of HR functional - contemporary challenges in HRM. CSR and business focused HRM.

UNIT II:

Human Resource Planning – Meaning – evolution – need and objectives of HRP, Process of HRP – Recruitment– need – objectives – sources of recruitment (Internal and External) – e-recruitment – outsourcing – Selection – methods – tests - Group discussions, interviews – induction - Legal and Constitutional framework relating to recruitment.

UNIT III:

Training & Development: Concepts – Methods of training:– Methods of training – On the job training and off the job training, Performance Appraisal: Methods and Problems. Career Planning and Development. Total Quality Management

UNIT IV:

Compensation - concept – factors affecting compensation. Wage theories –Job evaluation and wage fixation- principles of wage fixation - wage components, incentive plans, wage system in software industry– approaches to wage payment.

UNIT V:

Employee engagement and separation: Employee engagement – Redundancy – Downsizing – Out sourcing - Voluntary Leavers – Retirement.

TEXT BOOKS:

1. Rao, V.S.P.,Personnel/Human Resource Management, Excel Pub. New Delhi
2. Aswathappa, K. Human Resource and Personnel Management, Tata McGraw Hill Pub.Co., Ltd., New Delhi.
3. Dave Ulrich et.al (Dave Ulrich, Wayne Brockbank, Dani Johnson , Kurt Sandholtz, JonYounger) : HR Competencies: Mastery at the Intersection of People and Business by RBL Group , Publications 2009.
4. Edwin B. Flippo,, Personnel Management, McGraw Hill Pub., Co., Newyork.
5. David, A. De Cenzo and Stephen.P.Robin, Personnel/Human Resource Management, Prentice Hall India (P) Ltd., New Delhi.
6. Sharma, A.M. Personnel and Human Resource Management, Himalaya Publishing House, Mumbai.



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B.A.	Semester - II	Credits:4
Course:2	General Management, Leadership & Organizational Behavior	Hrs/wk:5

Objectives:

- To understand the students with basic principles of Management.
- To Provide the knowledge of the management roles , management skills and ethical and environmental foundation of Management .
- To help the students learn individual behavioural dimensions of OB

UNIT I:

Introduction To Management: Definition, Management functions-Nature, Role and Principles of Management, Management Approaches, Application, limitations-Scientific Management, Behavioral approach, Human relations movement and Hawthorne experiments.

UNIT II :

Directing: Definition, Nature, Leadership and Management; Motivation; Communication; Controlling: Concept and Importance, systems and process of control.

UNIT III:

Planning: Concept, definition, Objectives, Types, Strategic Planning :MBO, Decision making, Strategic planning. Nature, Enterpreneuring and Reengineering.

UNIT IV:

Organizational Behaviour: Definition, Nature and Scope – Fundamental concepts of organizational Behaviour – Elements of Organizational Behaviour - Approaches of Organisational Behaviour - – Human Resource Approach, Productivity approach, systems approach, contingency approach.

UNIT V:

Motivation Theories, Communication and Leadership, Studies of Leadership, Leadership development emotional intelligence, learning theories , conflict resolution.

TEXT BOOKS:

1. T. Ramasamy “Principles of management” Himalaya Publishing house, Mumbai.
2. Aswathappa.k, Organizational Behaviour, Himalaya Publishing Co., Pvt., Ltd., Mumbai.
3. Samuel C. Cereto& ST Cereto: “Modern Management” 12 th ED Pearson Education (Para.1).
4. Harold Koontz and Cyril O’Donnell: Principles of management, Tata Mc Graw, Delhi.
5. Stoner, James A.F., Freeman “Management”, Pearson Education.
6. Robbins, Stephen, “Organizational Behavior”, Pearson Education, Pvt Ltd., New Delhi.
7. Rao, VSP & hari Karikrishana V, “ management Text & Cases”, Excel Books, New Delhi.
8. Khanka, S.S, “Organizational Behavior” S.Chand & Company, New Delhi, 2008



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B.A.	Semester - III	Credits:4
Course:3	Labour Welfare and Compensation	Hrs/wk:5

Objectives:

- To understand the students with basic principles of Management.
- To Provide the knowledge of the management roles , management skills and ethical and environmental foundation of Management .
- To help the students learn individual behavioural dimensions of OB

UNIT I:

Labour Welfare: Concept, Scope, Historical Development of labour welfare in India: Approaches to Philosophy of Labour Welfare; Principles of Labour welfare , Agencies of Labour Welfare: Management, Trade Unions, Voluntary Organizations, State Government, Central Government.

UNIT II:

Labour problems: Women, Child and Agricultural Labour. Migrated labour, Indian Constitution and labour welfare. Globalisation and competition.

UNIT III:

Classification of Labour Welfare Programmes: Statutory and Non-statutory Welfare facilities, Duties of Labour Welfare Officer. **Social Security:** Concept and scope: Social Assistance and Social Insurance. Social Security measures in India.

UNIT IV:

Employee Compensation: Concept and Significance; Wage Concepts: Wage , Salary , Minimum Wage, Living Wage, Need-Based Minimum Wage, Nominal Wage and Real wage; Wage determinants, Wage policy in India ; Theories of wages.

UNIT V:

Wage Structure – Basic, Dearness Allowance, Fringe Benefits. Incentives - Pay- roll Administration and attendance management - The Wage Code 2019.

TEXT BOOKS:

1. Moorthy, M.V., Principles of Labour Welfare, Oxford and IBH Pub., Co., New Delhi.
2. Vaid K.N., Labour Welfare in India, Sree Ram Centre for Industrial Relations and Human Resource, New Delhi.
3. Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai.
4. The Code on wages, 2019



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B.A.	Semester - IV	Credits:4
Course:4	Labour Legislation	Hrs/wk:5

Objectives:

- To impart students with the knowledge and understanding of classification of Legislations in India.
- To equip the students with the basics of various acts regarding factories, Mines, Contract labour and Migrant labour in india
- To provide the students with thorough knowledge on social security legislations in India.

UNIT I:

Labour Legislation: Concept, Historical Development of Labour Legislation in India: Principles, and Classification Labour Legislation, Industrial Jurisprudence and Constitutional Frame work. Impact of ILO on Labour Legislation.

UNIT II:

The Factories Act, 1948, The Mines Act, 1952, The Contract Labour (Regulation and Abolition)Act, 1970, Inter State Migrant Workmen (Regulation of Employment and Conditions of Services)Act, 1979.

UNIT III:

The A.P. Shops and Establishments Act, 1988 and its rules. The Building and other Constructions Workers welfare cess act. 1996. The Code on Wages, 2019

UNIT IV:

The Employees State Insurance Act, 1948, The Employees Provident Fund and miscellaneous Provisions Act, 1952, Maternity Benefit Act.1961,The Payment of Gratuity Act, 1972. (calculation of contributions and benefits).

UNIT V:

Industrial Disputes Act 1947 - Industrial Employment (Standing Orders) Act 1946 The Trade Union Act, 1926

TEXT BOOKS:

1. Kapoor, N.D., Elements of Labour Law, Sultan Chand and Sons, New Delhi.
2. Singh and Agarwal, Labour Industrial Laws, Pioneer Printers, Agra – 3.
3. Malik, P.L., Industrial Law, Eastern Book Co., Lucknow.
4. Sharma, A.M., Industrial Jurisprudence and Labour Legislation, Himalaya Publishing House, Mumbai.
5. Andhra Pradesh Shops and Establishments Act, 1988, S.Gogia and Company, Hyderabad.



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B.A.	Semester - IV	Credits:4
Course:5	Industrial Relations And Trade Unions	Hrs/wk:5

Objectives:

- To introduce the basic frame work of Industrial Relations system, Approaches of IR.
- To enable the students with a core understanding of State Policy on Industrial Relations.
- To discuss in detail the role of Employer Organisations and Worker Organisations (Trade Unions) , understand Trade Union Movement, and Probles of Trade Unions in India.

UNIT I:

Industrial Relations – Concept, Scope, determinants and importance, .Approaches to Industrial Relations – Psychological Approach, Sociological Approach, Human Relations Approach, Gandhian Approach, Systems Approach and Marxian Approach. Evaluation and Growth of Industrial Relations in India. - Dunlop model of Industrial relations.

UNIT II:

Trade Unions – Concept and functions of Trade Unions, Types and Structure of Trade Unions, Trade Union Movement in India, Problems of Trade Unions. Employer Organizations – Origin and Growth in India. -Indian Labour conference.

UNIT III:

Employee grievances – Concept and Nature of Grievances, Causes of grievances, Model grievance redressal procedure, Grievances and Industrial Relations. Negotiation, Collective Bargaining: procedure, strategies, tactics drafting a collective (CB) agreement, Joint Management Counsels

UNIT IV:

Industrial Disputes – Meaning and concept. Methods of Settlement of Industrial Disputes – Mediation and Conciliation, arbitration, adjudication.

UNIT V:

Discipline – Meaning, Concept, and Significance. Factors promoting Discipline, Aspects of discipline - positive discipline, preventive discipline. Mc Gregory’s Hot stove rule. Procedure for disciplinary action (Principles of Natural Justice).

TEXT BOOKS:

1. Sarma, A.M. Industrial Relations Conceptual Legal Frame Work, Himalaya Publishers, New Delhi.
2. Srivastava S.C.,Industrial Relations and labour laws. Vikas Publishing house, 2012.
3. Ratna Sen, Industrial Relations, McMillan Publishers, New Delhi.
4. Venkataratnam, C.S., Industrial Relations, Global Business Press, New Delhi.
5. Sinha, P,R,N,, InduBala Sinha, Seema PriyadarshiniShekhar, Industrial
6. Relations Trade Unions, and Labour legislation, Pearson Publications, 2009.
7. ArunMonappa, Industrial Relations, Tata Mc Graw Hill Publishing Company Ltd., New Delhi.



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B.A.	Semester - V(Elective)	Credits:4
Course:6A	Calculations Of Statutory Commitments For Hr	Hrs/wk:5

UNIT I:

Pay roll Administration and attendance management-Wage and pay Structure and calculations – Basic pay - Dearness Allowance - Fringe Benefits.Incentives - Wage Incentive calculations, Software Package and online services.

UNIT II:

Wage Calculations in software and other sectors, Statutory Deductions – Pay disbursement obligations under payment of wages Act-1936, Minimum wages act 1948.

UNIT III:

Bonus rules - Computation of gross profit, available Surplus - allocable amount – eligibility – payment of minimum and maximum bonus – deductions, computation of number of working days, set on and set off

UNIT IV:

‘Workmens’ compensation: eligibility- amount of compensation –calculation of compensation– returns as to compensation (Sec-16), Gratuity: Eligibility and benefits – Continuous Service, Quantum of gratuity Determination of amount of gratuity.

UNIT V:

Employee State Insurance – eligibility –calculation of contributions and benefits: Employees, Employer, method of payment, Benefits. Calculation of Provident Fund Contributions and Benefits: Eligibility, contributions, Employees Pension Scheme, Family Benefit fund, Employees Deposit Linked Insurance Scheme(EDLI).

TEXT BOOKS:

1. Sarma, A.M., Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai.
2. Padhi, P.K., Labour and Industrial laws, Prentice-Hall of India.
3. Sarma A.M. Understanding Wage System in India, Himalaya Publishing House, Mumbai.
4. SarmaA.M.Labour Administration in India.,Himalaya Publications, New Delhi.
5. Saxena, R.C., Labour Problems and Social welfare K,Nath and Co., Meerut,
6. Up-to-date information should be drawn from internet and concerned government offices.



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B.A.	Semester - V(Elective)	Credits:4
Course:6B	Management Information Systems	Hrs/wk:5

UNIT I:

MS Office : MS Word - MS Excel - MS Power Point and MS Access.

UNIT II:

Information for Decision making: Decision Marketing - Conceptual Foundation of Information Systems - Information Resource Management.

UNIT III:

System Development: Overview of Systems Analysis & Design System Development Life Cycle - Designing on Line & distributed Environment - Design Consideration - Implementation and Control of Project.

UNIT IV:

Computer Networks & Data Communications: Trends in Information -Technology - Hardware Software - Data Communication Concepts - Computer Networks.

UNIT V:

Managing Corporation Data Resource: Organizing Data Relational Data Base management Systems - Query Language DRIVIS implementation and Future Trends.

TEXT BOOKS:

1. Dickson, Gary Wand James C. Wetherbe 1985. The Management information System, MGH, New Delhi;
2. Award Elias M, 1990, Systems Analysis and Design, RichardD. Inwing Inc.,;
3. Black Upless D. Data Gottimunications and Distributed Networks
4. Atre 5, Data base Mn idural Techniques for Design, Performance & Management John Wiky A SOW 1980;
5. Bhatnagar SC and KV Ramadevi, 1991 Computers and Information Management, A Primer for Practicing Managers, PHI, New Delhi.



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B.A.	Semester - V(Elective)	Credits:4
Course:6C	Measurement And Hr Software	Hrs/wk:5

UNIT I:

Personality inventory (personality traits affecting performance), assessment of leadership attributes(leadership competencies), Test of Abstract Reasoning (Strategic thinking and decision making), Critical Thinking(Analysis and Critical thinking).

UNIT II:

Motivation Inventory(Individual and team), Stress Management indicators (Stress tolerance and factors), Career guidance test(interest, aptitude and personality), assessment of employee retention, employee engagement indicators, situational judgment test(Change and Team work).

UNIT III:

Interview guide (Psychometric Interview and Standard interview questions)

UNIT IV:

Computers: Importance of Computers - input and Output Devices; storage Devices; Central Processing Unit; Computer Configuration; Binary System and Data Representation; Hardware and Software. Internet for effective functioning of HR systems.

UNIT V:

Recruitment area: Thompson profiling, person job match -Training : Training data management through software – 13. On line training and audio visual – 12, Performance appraisal through software -16, person development test – 6 Management Information Systems concept and definition role of MIS Enterprise Resource Planning: Concept - Human Resource information systems; information needs in HRM; HRIS Models; Acquiring and implementing HRIS; Computers and HRIS and uses HRM; Database in HRIS.

TEXT BOOKS:

1. Jawadekar, W.S., Management Information Systems, Tata McGraw Hill, NewDelhi.
2. Kumar, Muneesh, Business Information Systems, Vikas Publishing House Pvt.Ltd., New Delhi.
3. Davis, Gordon, B., Management Information Systems: Conceptual Foundations, Structure and Development, Mc Graw Hill Book Company, New Delhi.
4. O'Brien, James, A., Management Information Systems – A Management end Users Perspectives, Galgotia, New Delhi.
5. Laudon, Kenneth, C., and Laudon, Jane Price, Management Information Systems- A Contemporary Perspectives, Macmillian, New York.
6. Davis, B. Gordon and Oison H. Margretne, Management Information Systems, Mc Grew Hill Pub., New York.
7. Up-to-date information should be drawn from internet and concerned government offices.
8. The teacher shall select the appropriate measurement instruments (for the 1-3 units) and interpretation guides to concerned college administration before starting the program.



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS
Semester: I
Course: Human Resource Management

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

1. HR Scenario in India?
2. Sources of Recruitment?
3. Career planning and development?
4. Principles of wage fixation?
5. Retirement?
6. Objectives of HRM?
7. Compensation?
8. Downsizing?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Explain the Evaluation of Human Resource Management?
(OR)
b) Explain the Contemporary Challenges in HRM?
10. a) Explain The need and selection Objectives of HRM?
(OR)
b) Briefly explain the selection methods?
11. a) Explain the methods of training (on the job off the job)?
(OR)
b) Briefly explain the performance appraisal?
12. a) Define compensation and factors effecting Compensation?
(OR)
b) Explain the approaches to wage payments?
13. a) Explain the employee engagement separation?
(OR)
b) Briefly explain the voluntary leaves?



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: II

Course: General Management, leadership & organization behavior

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

1. Behavioral approach?
2. Define Directing?
3. Decision making?
4. Contingency approach?
5. Conflict resolution?
6. Scientific management?
7. Communication?
8. System approach?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Briefly explain the principles of management?
(OR)
b) Explain the Hawthorne experiments?
10. a) Explain The leadership?
(OR)
b) Explain the concepts and Importance of controlling?
11. a) objectives and types of strategic planning?
(OR)
b) Explain the enterpreneuring & reengineering?
12. a) Nature and scope of organizational behavior?
(OR)
b) Approaches to organizational behavior?
13. a) Explain the motivation theories?
(OR)
b) Explain the studies of leadership?



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS
Semester: III
Course: Labour Welfare And Compensation

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

1. Principle of labour welfare ?
2. Migrated labour?
3. Social insurance?
4. Explain about Nominal & Real Wage?
5. Dearness Allowance?
6. Child labour?
7. Difference between Statutory & Non Statutory Welfare facilities?
8. Explain about the pay roll Administration?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Define labour welfare? Explain about the concept and scope of labour welfare?
(OR)
b) Briefly explain about the state government voluntary organizations?
10. a) Which type of problems are faced by women labour? Explain?
(OR)
b) Briefly explain the Indian Constitution & Labour welfare?
11. a) What is labour welfare programmes? Explain about the classification of labour welfare programmes?
(OR)
b) Define social security concept? Write about the social security measures in India?
12. a) Briefly explain about the Wage Concepts?
(OR)
b) Write about the Wage policy in India?
13. a) Explain about the Fringe Benefits?
(OR)
b) Write about the Wage Code-2019?



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: IV

Course: Labour Legislation

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

1. Concept of labour legislation?
2. Factories Act, 1948?
3. The code on Wages, 2019?
4. Maternity benefit Act, 1961?
5. Industrial employment Act, 1946?
6. Write about the classification of labour legislation?
7. Contract labour Act, 1970?
8. Payment of Gratuity Act, 1972?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Define labour legislation? Explain about the Historical Development of labour legislation in India?
(OR)
b) write about the Impact of ILO on labour legislation?
10. a) Briefly explain about the Mines Act, 1952?
(OR)
b) Write about Inter state migrant workmen Act, 1979?
11. a) Briefly explain about the A.P shops and Establishment Act 1988 and its rules?
(OR)
b) Write about the building and others constructions workers welfare cess Act, 1996?
12. a) Explain about the Employees State Insurance Act, 1948?
(OR)
b) Briefly explain about Employee Provident fund and miscellaneous provisions Act, 1952?
13. a) Briefly explain about the Industrial Disputes Act, 1947?
(OR)
b) Write about the trade union Act, 1926? Explain?



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: IV

Course: Industrial Relations And Trade Unions

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

- 1.Explain the importance of IR?
- 2.Write about trade union problems?
- 3.Explain negotiation?
- 4.Explain the nature of industrial disputes?
- 5.Define discipline. Explain its objectives?
- 6.DUNLOP model of Industrial relations?
- 7.What are the functions of trade unions?
- 8.Mc Gregory's Hot stove rule?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Define industrial relations. Explain its approach?
(OR)
b) Briefly explain evolution and growth of IR in India?
10. a) What is meant by trade unions ? Explain types and structure of trade unions?
(OR)
b) Briefly explain Indian Labour Conference?
11. a) Define employee grievances ? Explain the models of grievances ?
(OR)
b) Write about collective bargaining process?
- 12.a) Explain about causes of industrial disputes?
(OR)
b) Write about the difference between arbitration & adjudication?
- 13.a) Explain about the factors of influency discipline?
(OR)
b) Write about the procedure for disciplinary?



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: V

Course A: Calculations of Statutory Commitments For Hr

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

- 1.What is Basic pay?
- 2.State the Statutory deductions in Software Sector?
- 3.Payment of minimum and maximum bonus?
- 4.Procedure for calculation of compensation?
- 5.What is family benefit fund?
- 6.EDLI.
- 7.Wage Incentive Calculations?
- 8.Bonus deductions ?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) What is Payroll? Discuss the payroll administration and attendance management?
(OR)
b) Discuss about the Dearness allowance & fringe benefits?
10. a) Define wage calculations? Explain about the wage calculations in private sectors?
(OR)
b) Explain about the minimum wages act, 1948?
11. a) Discuss about the bonus rules ? Explain about the procedure of gross profit?
(OR)
b) Write about the eligibility criteria for bonus?
- 12.a)What are the eligibility of workmen's compensation procedure ? Discuss the amount of compensation?
(OR)
b) What is gratuity ? Explain the eligibility and benefits of gratuity?
- 13.a) Define employee state Insurance ? Discuss the calculation of contributions and benefits of state Insurance?
(OR)
b) What is provident fund? Discuss the calculation of provident fund contributions and benefits.



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: V

Course B: Management information system

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

- 1) Ms Power point?
- 2) Information for decision making?
- 3) System development?
- 4) Data communication?
- 5) Query language?
- 6) Distributed environment?
- 7) Computer networks?
- 8) Organizing data?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Briefly explains the MS-Excel?
(OR)
b) Explain the MS-Access?
10. a) Explain the conceptual foundation of information systems in decision making
(OR)
b) Briefly explain the information resource management?
11. a) Explain the design system development life cycle
(OR)
b) Implementation and control of project?
12. a) Briefly explain the trends in information?
(OR)
b) Explain the concept of computer network?
13. a) Briefly explain the managing corporation data resource?
(OR)
b) Explain the DRIVIS implementation and future trends.



MODEL QUESTION COURSE – THEORY

B.A DEGREE EXAMINATIONS

Semester: V

Course C: Measurement and HR software

Time: 3 Hours.

Max Marks: 75

Section – A

Answer any 5 questions. Each question carries 5 marks.

5 X 5 = 25M

1. Personality inventory?
2. Situational judgment test?
3. Standard interview questions?
4. Hardware & software?
5. Central processing unit?
6. Resources planning?
7. Thompson profiling?
8. HRIS models?

Section – B

Answer all the questions. Each question carries 10 marks.

5 X10 = 50M

9. a) Explain the personality inventory (personality traits affecting performance)?
(OR)
b) Test of abstract reasoning (strategic thinking and decision making)?
10. a) Explain the stress management indicators (stress tolerance and factors)?
(OR)
b) Explain the situational judgment test (change and teamwork)?
11. a) Explain the psychometric interview guide?
(OR)
b) Briefly explain the standard interview questions ?
12. a) briefly explain the importance of computers input, output, storage devices?
(OR)
b) Explain the internet for effective functions of HR systems?
13. a) Explain the training data management through software-13?
(OR)
b) Explain the performance appraisal through software-16?