



## B.A. Human Resource Management

**Single Major**  
**From 2023-24 (Syllabus-Curriculum)**  
**Course Structure**

<b>Semester</b>	<b>Paper</b>	<b>Hours</b>	<b>Credits</b>
<b>I</b>	1. Fundamentals of Social Sciences 2. Perspectives on Indian Society		



Single Major  
Common Papers (w.e.f. AY 2023-24)  
SEMESTER-I

**Paper – 1 Fundamentals of Social Sciences**

<u>Theory</u>	<u>Credits:</u>	<u>hrs/week</u>
<b>Learning objectives:</b> The student will be able to understand the nature, various approaches, organs of the state, social perspectives and application of ICT.		
<b>Learning Outcomes:</b> On successful completion of the course the student will be able to:		
<ol style="list-style-type: none"><li>1. Learn about the nature and importance of social science.</li><li>2. Understand the Emergence of Culture and History</li><li>3. Know the psychological aspects of social behaviour</li><li>4. Comprehend the nature of Polity and Economy</li><li>5. Knowledge on application of computer technology</li></ol>		
Unit – I – What is Social Science?		
<ol style="list-style-type: none"><li>1. Definition and Scope of Social Science – Different Social Sciences</li><li>2. Distinction between Natural Science and Social Sciences</li><li>3. Interdisciplinary Nature of Social Sciences</li><li>4. Methods and Approaches of Social Sciences</li></ol>		
Unit -II: Understanding History and Society		
<ol style="list-style-type: none"><li>1. Defining History, Its Nature and Scope</li><li>2. History- A Science or an Art</li><li>3. Importance of History in the Present Society</li><li>4. Types of History and Chronology of Indian History</li></ol>		
Unit – III – Society and Social Behaviour		
<ol style="list-style-type: none"><li>1. Definition, Nature and Scope of Psychology</li><li>2. Importance of Social Interaction</li><li>3. Need of Psychology for present Society</li><li>4. Thought process and Social Behavior</li></ol>		
Unit – IV – Political Economy		
<ol style="list-style-type: none"><li>1. Understanding Political Systems</li><li>2. Political Systems – Organs of State</li><li>3. Understanding over Economics - Micro and Macro concepts</li><li>4. Economic Growth and Development - Various aspects of development</li></ol>		
Unit - V – Essentials of Computer		
<ol style="list-style-type: none"><li>1. Milestones of Computer Evolution - Computer – Block Diagram, Generations of Computers</li><li>2. Internet Basics – Internet History, Internet Service Providers – Types of Networks – IP – Domain Name Services – Applications</li><li>3. Ethical and Social Implications – Network and Security concepts – Information assurance fundamentals</li><li>4. Cryptography – Symmetric and Asymmetric –malware – Fire walls – Fraud Techniques – Privacy and Data Protection</li></ol>		



**Reference Books**

1. The social sciences: An Integrated Approach by James M. Henslin and Danniell F. Chambliss
2. The Wonder that was India – A.L.Bhasham
3. Introduction to Psychology – Morgan and King
4. Principles of Political Science – A.C. Kapoor
5. Contemporary Political Theory – J.C.Johari
6. M.L.Jhingan – Economic Development – Vikas, 2012
7. ML Seth – Macro Economics - Lakshminarayana Agarawal, 2015
8. Fundamentals of Computers by V. Raja Raman
9. Cyber Security Essentials by James Graham, Richard Howard, Ryan Olson

**Activities:**

1. Group Project Work
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identifying the attributes of network (Topology, service provider, IP address and bandwidth of your college network) and prepare a report covering network architecture.
8. Identify the types of malwares and required firewalls to provide security.
9. Latest Fraud techniques used by hackers.



Single Major  
Common Papers (w.e.f. AY 2023-24)  
SEMESTER-I

**Paper – II Perspectives on Indian Society**

Theory \_\_\_\_\_ Credits: \_\_\_\_\_ hrs/week \_\_\_\_\_

**Learning objectives:** The student is expected to demonstrate the significance of social sciences through better understanding of various fields of social experience and would be able to apply methods and approaches to social phenomena.

**Learning Outcomes:** On successful completion of the course the student will be able to:

1. Learn about the significance of human behavior and social dynamics.
2. Remembers the Indian Heritage and freedom struggle
3. Comprehend the philosophical foundations of Indian Constitution
4. Knowledge on Indian Economy

Unit – 1 – Man in Society

1. Human Nature and Real-Life Engagement
2. Social Groups and Social Dynamics
3. Individualism and Collectivism – Ethical Concerns
4. Human Life – Social Influence and Social Impact

Unit-II: Indian Heritage and Freedom Struggle in India

1. Cultural & Heritage sites of Tourism in India
2. Indian Dance, Music and Yoga
3. Rise of Nationalism Under British Rule in brief (1857-1947)
4. Contemporary history of India-integration of Princely States, abolition of Zamindari, formation of linguistic states

Unit – 3 – Indian Constitution

1. Philosophical Foundations of Indian Constitution
2. Elements of Indian Constitution
3. Study of Rights in Indian Constitution
4. Directive principles to State

Unit – 4. Indian Economy

1. Indian Economy - Features – Sectoral contribution in income
2. Role of Financial Institutions - RBI - Commercial Banks
3. Monetary and Fiscal Policies for Economic Development
4. Economic Reforms - Liberalization - Privatization- Globalization

Unit – 5 - Impact on Society & Analytics

1. Role of Computer, impact of Computers on human behavior, e-mail,
2. Social Networking- WhatsApp, Twitter, facebook, impact of Social Networks on human behavior.
3. Simulating, Modeling, and Planning, Managing Data, Graphing, Analyzing Quantitative Data,
4. Expert Systems and Artificial Intelligence Applications in the Social Sciences



**References**

1. Introduction to Psychology – Atkinson RC
2. History of the freedom movement in India – Tarachand
3. India since Independence – Bipinchandra
4. Introduction to the Constitution of India D.D.Basu
5. S.K Misra & V.K Puri – Indian Economy, Himalaya Publishing House , 2015
6. Government of India, Economic Survey (Annual), New Delhi
7. Information and Communication Technology by APCCE
8. Computer Applications in the Social Sciences by Edward E. Brent, Jr. and Ronald E. Anderson

**Activities:**

1. Assignment
2. PPT Presentation, Participation in Webinars
3. Field visits
4. Group Discussion
5. Survey and Analysis
6. Charts and Poster presentation
7. Identify the peripherals connected to a system and label them as either Input or Output or both.
8. Identify the Operating System loaded in your system and compare the features with other existing Operating System.
9. Collect latest census data and draw a graph indicating the growth rate.
10. Predicting the risk of depression, substance dependency, drinking, obsessive compulsive disorders, and suicide using AI.

## **Course – I & II Model Paper (70 Marks)**

**SECTION A (Multiple Choice Questions)**

**30 x 1 = 30 M**

**30 Multiple Choice Questions (Each Unit 6 Questions)**

**SECTION B (Fill in the blanks)**

**10 x 1 = 10 M**

**10 Fill in the Blanks (Each Unit 2 Questions)**

**SECTION C (Very short answer questions)**

**10 x 1 = 10 M**

**10 Very short answer questions (Each Unit 2 Questions)**

**SECTION D (Matching) (From 5 Units)**

**2 x 5 = 10 M**

**1 A**

**B**

**C**

**D**

**E**

**2 A**

**B**

**C**

**D**

**E**

**SECTION E (True or False)**

**10 x 1 = 10 M**

**10 True or False (Each Unit 2 Questions)**



**ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM**  
**Single Major- B.A Human Resource Management(w.e.f:2023-24A.B)**

**Programme: B.A(Honors) in Human Resource Management**  
**SEMESTER-II**

<b>Semester</b>	<b>PaperNo.</b>	<b>Major</b>	<b>Hours</b>	<b>Credits</b>
II	3	Human Resource Management	4	4
	4	Principles of Management	4	4



# **ADIKAVI NANNAYA UNIVERSITY: RAJMAHENDRAVARAM**

**Single Major- B.A Human Resource Management(w.e.f:2023-24A.B)**

## **II SEMESTER**

### **HUMAN RESOURCE MANAGEMENT**

Course Objectives:

1. To introduce basic conception of HRM, its role and functions with reference to any business organisation.
2. To equip the students the core understanding of HR activities, policies and procedural guidelines.
3. Enable the students to learn both Managerial and operative functions of HRM in detail.
4. To create an awareness among the students about HR opportunities and challenges.

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) – 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.

Course Outcomes:

1. Students would be competent enough to understand basic HRM knowledge to manage the HR functions in Organisations. ( I)
2. Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes. (II)
3. Able to prepare the students on communication of the organisation's performance planning and development. (III)
4. Facilitate and support effective compensation plan and labour management relations in both union and non-union environments. (IV)
5. Help them to gain insight on HR professional challenges and opportunities in the globalized era. (V)

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, DaniJohnson , 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





## **II SEMESTER**

### **PRINCIPLES OF MANAGEMENT**

#### Course Objectives:

1. To equip the students with basic understanding of nature of management and its evolution and functions of management.
2. To provide knowledge of management roles, management skills and ethical, environmental foundations of management.
3. To help them learn functions of management in detail.
4. To provide knowledge and understanding on production and project management areas.

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.

#### Course Outcomes:

5. Students are prepared to discuss and communicate about processes of management and how they impact future managers in organisation. ( I )
6. Enable them to identify and evaluate social responsibility and ethical, environmental issues involved in business situations. (II)
7. Help them to practice the core functions of management such as planning, organising, leading and controlling.(III)
8. Prepare them to practice the functions of leadership and management by way of motivation at work place. (IV)
9. The knowledge of other functional areas enables them to practice the management science effectively at the work place.(V)

#### Text books:

10. T. Ramasamy “Principles of management” Himalaya Publishing house, Mumbai.
11. Aswathappa.k, Organizational Behaviour, Himalaya Publishing Co., Pvt., Ltd., Mumbai.
12. Samuel C. Cereto& ST Cereto: “Modern Management” 12 th ED Pearson Education (Para.1).
13. Harold Koontz and Cyril O’Donnell: Principles of management, Tata McGraw, Delhi.
14. Stoner, James A.F., Freeman “Management”, Pearson Education.
15. Robbins, Stephen, “Organizational Behavior”, Pearson Education, Pvt Ltd., New Delhi.
16. Rao, VSP &hariKarikrishana V, “ management Text & Cases”, Excel Books, New Delhi.
17. Khanka, S.S, “Organizational Behavior” S.Chand& Company, New Delhi, 200

**BLUE PRINT OF MODEL QUESTION PAPER (Sem-End. Examinations)**

**COURSE NAME**

**MODEL QUESTION PAPER - THEORY**

Semester: ...

Paper: ....., Title of the paper

Time: 3 Hours.

Max Marks: 70

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**SECTION – A**

**Answer any 5 questions. Each question carries 4 marks (5 X 4 = 20M)**  
(Total 8 questions, questions 1-5 from Units 1-5 & questions 6-8 from any of the units)

1. Unit -I
2. Unit-II
3. Unit-III
4. Unit-IV
5. Unit-V
6. From any Unit
7. From any Unit
8. From any Unit

**SECTION – B**

**Answer all the questions. Each question carries 10 marks. (5 X 10 = 50M)**  
(Each question (both 'A' or 'B') from each Unit.

9. from Unit I  
(OR)  
from Unit I

10. from Unit II  
(OR)  
from Unit II

11. from Unit III  
(OR)  
from Unit III

12. from Unit IV  
(OR)  
from Unit IV

13. from Unit V  
(OR)  
from Unit V