

ANDHRA UNIVERSITY

Telegrams: UNIVERSITY
Telephone: 284 4000
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All Official letters, packages etc, should be addressed to the Registrar by designation and not by name.

Visakhapatnam,
Dt: 05-08-2021

No. L I (1)/U.G. Courses/B.A. HRM/Syllabus& MQP/2021

From: **THE REGISTRAR**

To

The Principal,
S.V. Degree College,
Parvathipuram.

Sir,

Sub: Approval of Syllabus and Model Question Paper – Reg.

Ref: Email & Letter dated 30-07-2021 along with Syllabus & Model Question Paper.

With reference to the above, I am by direction to inform that the Revised Choice Based Credit System, U.G. Courses (w.e.f. 2020-2021) B.A. Human Resource Management (HRM), Syllabus and Model Question Paper of First Year, First Semester has been approved.

Hence, I request to arrange to circulate the same among the Teaching Staff and Students concerned and placed in A.U. website.

Yours faithfully,

(B. RAMACHANDER)
ASSISTANT REGISTRAR (ACADEMIC)

Copies to:

1. The Dean of Academic Affairs, A.U., VSP.
2. The Dean, U.G. & P.G, Professional Courses, A.U., Vsp.
3. The Dean, CDC, A.U., Vsp.
4. The Dean, Confidential, A.U., Vsp.
5. All Principals, A.U. Affiliated Colleges Offered in U.G. courses.
6. The Controller of Examinations, A.U., Vsp.
7. The Superintendent S.I Section for taking necessary further action.
8. The Secretary to V.C., Rector Table, P.A. to Registrar, A.U., Vsp.
9. The Director, Computer Centre, A.U., Vsp.
10. O.C. & O.O.F.



Legal Section, Andhra University, A.P. <supdt4041@gmail.com>

S.V Degree College(463), Parvathipuram - Submission of B.A. HRM Syllabus & model paper for 1st sem -req -reg

1 message

principal svdc <principal.svdc@gmail.com>

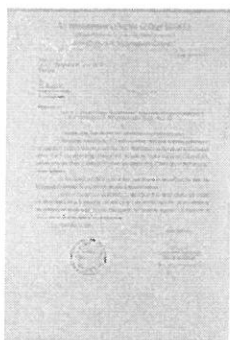
Fri, Jul 30, 2021 at 6:57 PM

To: supdt4041@gmail.com

Respected sir

Please download the following attachments, which contains the syllabus and model paper of B.A.-HRM in group combination B.A. (Economics, HRM, Sociology) for 1st semester.

Thanking you sir,

3 attachments**Covering-Letter.jpeg**

105K

**HRM-Model-Question-Paper.pdf**

479K

**HRM-I-Sem-Syllabus.pdf**

444K

Sri Venkateswara Degree College (AIDED)

(Affiliated to Andhra University, Visakhapatnam)

Parvathipuram, Vizianagaram District.

Date: 30-07-2021

From:

Dr. Ch. Chalapathi Rao, M.A., Ph.D.
Principal.

To

The Registrar,
Andhra University,
Visakhapatnam.

Respected sir,

Sub: S.V. Degree College, Parvathipuram – Submission of request for approval of
B.A. (HRM) syllabus and Question paper model – Req – reg.

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I submit a few lines for your kind consideration and necessary action

Our college established in 1975 and it is running with good academic guidelines by the support of Andhra University cooperation. B.A. HRM subject was introduced in the place of IRPM. This is only HRM group combination in the state. The Higher Education Council of A.P. had not given the syllabus. As the CBCS pattern the syllabus of B.A. HRM was not framed by any higher authority.


In this regard B.A. HRM syllabus have been framed by our staff and the same has been taught to students for year 2020-21 for sake of intent of students.

Hence, I request your good selves to approval of B.A. HRM syllabus and Model Question Paper, which is framed by our staff for the year 2020-21. Herewith we are submitting the syllabus and model paper for your kind perusal and favorable approval. For which act of favourness we shall be thankful to you sir forever,

Thanking you sir,

Yours faithfully,




Principal
S.V. (Govt. Aided) Degree College
PARVATHIPURAM
(CH. CHALAPATHI RAO)

Andhra University, Visakhapatnam

B.A. Program; Course: Human Resource Management

I SEMESTER

Human Resource Management

UNIT-I: Human Resource Management: meaning – Role: competencies– Functions–Duties of HR Officer(*Recruitment, Wage Administration, Industrial Relations and collective bargaining, Training & HRD and Discipline Management*)CSR and business focused HRM.

UNIT-II: Human Resource Planning – Meaning– need and objectives of HRP, permanent and contract labor,outsourcing- Process of HRP –Recruitment– sources – e-recruitment – Selection – methods – tests – Group discussions, interviews – Offer of appointment-Induction.Government policies on recruitment (Displaced persons, Reservations, The Employment Exchanges (Compulsory Notification of Vacancies) act, 1959, Apprenticeship Act, 1958)

UNIT- III: Training & Development: Concepts – Methods of training – On the job training and off the job training, Performance Appraisal: Methods and Problems. Career Planning and Development.

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 – outplacement – Downsizing – 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.link: <http://www.portailrh.org/impression/default.aspx?f=55520>
5. Srimannarayana, M. "Human Resource competencies as perceived by executives", IJIR., Vol.49. 2, October 2013.

Suggested Readings:

1. Edwin B. Flippo,, Personnel Management, McGraw Hill Pub., Co., Newyork.
2. David, A. De Cenzo and Stephen.P.Robin, Personnel/Human Resource Management, Prentice Hall India (P) Ltd., New Delhi.
3. Sharma, A.M. Personnel and Human Resource Management, Himalaya Publishing House, Mumbai.

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B.A. DEGREE EXAMINATION

FIRST YEAR - FIRST SEMESTER

HUMAN RESOURCE MANAGEMENT

TIME : Three Hours .

Maximum : 75 Marks

PART A - [5 X 5 = 25 MARKS]

Answer any FIVE from the following Eight Questions.

1. Meaning of HRM.
మానవ వనరుల నిర్వహణ అనగానే?
2. What is Human Resources Planning?
మానవ వనరుల ప్రణాళిక అనగానే?
3. E-Recruitment.
ఎలక్ట్రానిక్ ఖర్చు పద్ధతి ద్వారా మానవ వనరుల నిర్వహణ.
4. Down Sizing.
ఉద్యోగుల కుడితీపు.
5. Career Planning.
ఉద్యోగ జీవిత ప్రణాళిక
6. పదవీ విరమణ
[Retirement]
7. Wage theories
[వేతన సిద్ధాంతాలు]
8. Career Development.
కెరీర్ అభివృద్ధి.

P.T.O.

~~PART B~~

PART-B. 5X10 = [50 Marks]

(Answer the Following one from Each Unit)

UNIT-I

9 (A) Explain the Role of HR Manager.

హానీవ వనరుల నిర్వహణ పాత్ర వివరించండి?

(OR)

(B) What is the Functions of Human Resource Management.

హానీవ వనరుల నిర్వహణ విధులు ఏవో ప్రస్తావించండి?

UNIT-II

10 (A) Discuss the Internal and External Sources of Recruitment.

ఉత్పాదక లక్ష్యాలకు సంబంధించిన, బాహ్య వనరుల మూలాలను వివరించండి?

(OR)

(లేదా)

(B) Write different selection methods.

వివిధ ఎంపిక పద్ధతులను వివరించండి?

UNIT-III

11 (A) Explain the Methods used for Training in organisations.

ఉత్పాదక లక్ష్యాలకు ఉపయోగపడే విధులను వివరించండి?

(లేదా)

(B) Elucidate the Modern Methods of Performance appraisal.

ఉత్పాదక లక్ష్యాలకు ఉపయోగపడే ఆధునిక పద్ధతులను వివరించండి?

UNIT-IV

12 (A) write Principles of Wage Fixation?

వేతన నిర్ణయ సూత్రాలు గురించి వ్రాయండి?

(వేతన)

(B) write Approaches to Wage Payment?

వేతనాన్ని చెల్లించే పద్ధతులు గురించి వ్రాయండి.

UNIT-V

13 (A) what is Employee Engagement? what Factors Influence such Engagement?

ఉద్యోగిని ఒకరి వన్నెకు తెచ్చేందుకు? ఉత్సాహాన్ని పెంచే అంశాలు ఏవైనా వ్రాయండి.

(వేతన)

(B) write short notes on two of the following?

ఈ క్రింది వాటిని సంక్షిప్తంగా వ్రాయండి.

(i) Employee Separation
ఉద్యోగిని వదిలించుకోవడం.

(ii) Redundancy.
అనవసరత. (వేతన) అనవసరత.