

A.P. State Council of Higher Education
Semester-wise Revised Syllabus under CBCS, 2019-20

Course Code:

(To Be implemented from Academic Year 2020-21)

Three-year B.A. Domain Subject: HUMAN RESOURCES MANAGEMENT

III Year B. A. – Semester – V

Course 6A: CALCULATIONS OF STATUTORY COMMITMENTS FOR HR

(Skill Enhancement Course (Elective), 04 Credits)

Structure of SECs for Fifth Semester

(To be choose any one pair from the Three alternative pairs of SECs)

Max Marks: 100

I. Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand the need, scope and concepts in ESI., PF. Gratuity .
2. Identify various forms using in organization.
3. Comprehend various factors in calculating.
4. Understand and apply in the. real situations
5. Learn skills related to calculating and implementing in organisations

II. Syllabus: (Hours: Teaching: 60, Training: 10, Others incl. unit tests: 05)

Unit-1: 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-2: Wage Calculations in software and other sectors, Statutory Deductions – Pay disbursement obligations under payment of wages Act-1936, Minimum wages act 1948.

Unit-3: 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-4: ‘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-5: 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).

References:

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. Sarma A.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.

III. Suggested Question Paper Pattern:

Max. Marks: 75

Time: 3 hrs

SECTION – A

(Total: 6x5=30 Marks)

(Answer any six questions. Each answer carries 5 marks
(At least 1 question should be given from each Unit)

1	Dearness Allowance.
2	Fringe Benefits.
3.	Statutory deduction.
4	Uses of software in wages.
5.	Explain Section 16 in workmen compensation act.
6	Gratuity
7	Continuous services means regarding gratuity
8	Set on
9	Available surplus
10	EDLI

SECTION - B

(Total: 3x15 = 45 Marks)

(Answer any three questions. Each answer carries 15 marks
(At least 1 question should be given from each Unit)

1.	Explain importance of payroll administration.
2.	What are the main provisions in Minimum Wages Act?
3.	Explain Bonus Calculations in an organization.
4.	Write a elaborative notes on workmen compensation.
5.	Explain various benefits under Employee State Insurance Act.
6.	What are the main provisions in Provident Fund Act?

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Course Code:

(To Be implemented from Academic Year 2020-21)

Three-year B.A. Domain Subject: HUMAN RESOURCES MANAGEMENT

III Year B. A. – Semester – V

Course 7A: MANAGEMENT INFORMATION SYSTEMS

(Skill Enhancement Course (Elective), 04 Credits)

Structure of SECs for Fifth Semester

(To be choose any one pair from the Three alternative pairs of SECs)

Max Marks: 100

I. Learning Outcomes:

Students at the successful completion of the course will be able to;

1. Understand the need, scope and concepts in basics of computers.
2. Identify various concepts information system using in organization.
3. Comprehend various factors in relation between HR practices with Computer technology.
4. Understand and implement network technology
5. Learn skills related to calculating and implementing through information system

II. Syllabus: (Hours: Teaching: 60, Training: 10, Others incl. unit tests: 05)

Unit-1: MS Office: MS Word - MS Excel - MS Power Point and MS Access.

Unit-2: Information for Decision making: Decision Making – Conceptual Foundation of Information Systems - Information Resource Management

Unit-3: System Development: Overview of Systems Analysis & applications ; Design System Development Life Cycle - Designing on Line & distributed Environment - Design Consideration - Implementation and Control of Project.

Unit-4: Computer Networks & applications - Data Communications: Trends in Information -Technology - Hardware Software - Date Communication Concepts – Computer Networks.

Unit-5: Managing Corporation Date Resource: Organizing Data Relational Data Base management Systems - Query Language Data Definition Language, Data Manipulation Language Data Control Language Implementation and Future Trends

III. References:

1. Dickson, Gary Wand James C. Wetherbe 1985. The Management information system, MGH, New Delhi
2. Award Elias M, 1990, System Analysis and Design, Richard D. Inwing Inc.
3. Black Uplless D. Data Gottimunications and Distributed Networks
4. Atre 5, Database 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

IV. Suggested Question Paper Pattern:

Max. Marks: 75

Time: 3 hrs

SECTION - A

(Total: 6x5=30 Marks)

(Answer any six questions. Each answer carries 5 marks
(At least 1 question should be given from each Unit)

1	How to create data base in MS-Access.
2	Explain about mail merge in MS-Word.
3.	Discuss about information resource management.
4	Write a short note on Information for Decision making.
5.	Explain about System Development Life Cycle
6	Discuss about Distributed Environment..
7	Write a short note on data communications.
8	Difference between Hardware and Software
9	Data Definition language
10	Data Manipulation Language

SECTION - B

(Total: 3x15 = 45 Marks)

(Answer any three questions. Each answer carries 15 marks
(At least 1 question should be given from each Unit)

1.	What are the uses of MS- Excel in an organization?
2.	Explain various Conceptual Foundation of Information Systems.
3.	Explain any contemporary Trends in Information and Technology
4.	Write a note on Computers applications in EDLI Scheme
5.	Explain about Database management system
6.	Write the features of Computer Net works.

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Course Code:

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Three-year B.A. Domain Subject: HUMAN RESOURCES MANAGEMENT
III Year B. A. – Semester – V
Course 6B: Labour Welfare
(Skill Enhancement Course (Elective), 04 Credits)
Structure of SECs for Fifth Semester
(To be choose any one pair from the Three alternative pairs of SECs)

Objective: to explain the Concepts and various provisions of labour legislations in the Indian Context

Unit I Labour Welfare: Concept of Labour Welfare, Importance, Types of Welfare services, Labour Welfare in India.

Unit II Wages and Bonus: The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Payment of Bonus Act, 1965.

Unit III Social Security of Employees: The Employees Provident Funds and Miscellaneous Provisions Act, 1952. The Employees State Insurance Act, 1948. The Payment of Gratuity Act, 1972.

Unit IV IR and Working Conditions of Employees: The Industrial Employment (Standing Orders) Act, 1946., The Factories Act, 1948., The Employees Compensation Act, 1923.

Unit V IR and Working Conditions of Employees: The Trade Unions Act, 1926, The Industrial Disputes Act, 1947.

Suggested Readings:

1. Ac Kens, P. & Whilkinson, A. (2003) Understanding Work and Employment : Industrial Relations In Transition Oxford : OVP.
2. Sharma, J.P. (2011), Simplified Approached to Labour Laws, Bharat law House (P) Ltd., New Delhi.
3. Barya J.K. (2000) Industrial Law, Galgotia Publishing House, New Delhi.
4. Beaumont PB (1995) The Future of Employment Relations, Sage, London.
5. Bhargav A. (ed) (2003) Labour Laws, Taxman Publications, New Delhi.
6. Blytan P. L., Turnbill P. (2004) The Dynamics of Employee Relations, Palgrane, Macmillan.
7. Chhabra T.N. (2002) Human Resource Management, Dhanpat Rai and Co. Delhi.
8. Malik P.L. (1991) Industrial Law, Eastern, Lucknow.
9. Memoria C.B. (1995) Dynamics of Industrial Relations in India, Himalaya Publishing House, Mumbai.
10. Monappa A. (1995) Industrial Relations, Tata McGraw-Hill, India.
11. Punekar, S.D., Deodhar, S.B. Sankaran, S. Labour Welfare Trade Unionism and Industrial Relations (5th ed 1995) Himalaya Publishing House, New Delhi.

12.Ramaswasmi E. A. (1988) Workers Consciousness and Trade Union Responsibility, OxfordUniversity, Press New Delhi.

13.Ramaswami E.A. and Ramaswami V. (1981) Industry and Labour, Oxford publications, New Delhi.

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III Year B. A. – Semester – V

Course 7B: Human Resource Management

(Skill Enhancement Course (Elective), 04 Credits)

Structure of SECs for Fifth Semester

(To be choose any one pair from the Three alternative pairs of SECs)

Unit I: Human Resource Management: Concept and Functions and its Strategic Role; Approaches to Human Resource Management; Mechanical, Paternalistic, Social System and Human Resource Development System; Evolution of HRM in India; HRM and Environment.

Unit II: Managing HR Function: Organizing the HR Unit; Line and Staff Relationship; Policies and Procedures; Planning HR activities; Controlling HR Function.

Unit III: Procurement: Organizational Design and Job Design; Job Analysis; Human Resource Planning; Recruitment, Selection (including e-recruitment and selection) and Induction; Development: workers training; training process; training methods; Management Development Programs; Performance appraisal Methods and Problems; Talent Management; Career Planning and Development.

Unit IV: Employee Compensation: Factors affecting compensation; Equity and Compensation; Job Evaluation; Variable Compensation; Fringe Benefits Integration: Nature of Human Resource; Motivation of employees; Quality of work life; Trade Unions, Collective Bargaining; Management of Conflict.

Unit V: Maintenance: Communication and Counseling; Welfare, Health and Safety; Separation: Turnover, Retirement, Lay Off, Retrenchment; Discharge; Dismissal and V.R.S.; Maintenance of HR Data Base; HR Research; HR Audit; HR Accounting.; Human Resource Management Profession: Challenges and Opportunities in the Globalized Era; Outsourcing of HR functions.

Suggested Readings:

1. Flippo, Edwin B., Personnel Management, McGraw Hill Publishing Company, Singapore.
2. Michael Armstrong, Handbook of Human Resource Management Practice (11th Edition), Kogan Page, London, 2009.
3. Gary Dessler, Human Resource Management, Pearson Education, Delhi, 2004.
4. John Storey, Managing Human Resources: Preparing for the 21st Century, Beacon Booms, New Delhi, 2007.
5. Seema Sanghi, Human Resource Management, McMillan, Delhi, 2011.
6. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.
7. Louis R. Gomtz Mejia et. al., Managing Human Resources, Pearson Education, 2001.
8. Aswathappa, K., Human resources and Personnel Management, Tata McGraw Hill Pub. Co., Ltd., New Delhi.
9. V.S.P.Rao, Human Resource Management: Text & Cases, Excel Books,

Delhi.

10. Mamoria C.B. and Ghanakar, S.V., Personnel Management, Himalaya Publication House, New Delhi.

11. Dr.Rao, P.L., Comprehensive HRM, Excel Pub. New Delhi.

12. Venkatratnam C.S. and Srivastava, V.K., Personnel Management and HRM, Tata McGraw Hill Co.Ltd., New Delhi.

13. David, A.De Cenzo and Stephen P. Robbins, Fundamentals Of Human Resource Management, Wiley India, New Delhi, 2005(8th Edition).

14. R.Wayne Mondy, Human Resource Management, Pearson Education, 2009(10th Edition).

15. Indian Journal of Industrial Relations

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III Year B. A. – Semester – V

Course 6C: Organizational Behavior

(Skill Enhancement Course (Elective), 04 Credits)

Structure of SECs for Fifth Semester

(To be choose any one pair from the Three alternative pairs of SECs)

Objectives: The objective of the course is to provide a foundation for understanding individual, group and organizational behaviour, which is essential for better management of human resources in an organization.

Unit I : Working with others Leadership : Meaning, skills needed, basic leadership styles, theories of leadership – Trait theory, behavioural, contingency, select recent theories.

Power and politics : Concepts, bases of power, power and leadership, causes and consequences of politics. **Conflict :** Meaning, process, types. **Negotiation :** Concept, process, approaches - traditional, modern.

Unit II : Life in organizations Change : Forces stimulating change, resistance to change, managing change. **Stress management :** Nature, potential sources, consequences.

Unit III : Organizational System Organizational culture : Definition, types, maintaining and changing cultures, organizational climate - features, dimensions, significance.

Organizational Development : Concept, importance, techniques.

Suggested Readings

1. Luthans, Fred (2002) OrganizationBehaviour (9thed), McGraw Hill, India.
2. Mishra M.N. (2001) Organizational Behaviour, Vikas Publishing House Pvt. Ltd., New Delhi.
3. Newstrom W. John, Davis Keith (1996) OrganizationBehaviour, McGraw Hill, India.
4. Robbins S.P. (1999) Organizational Behaviour, concepts, controversies and applications, Prentice-Hall, New Delhi.
5. Sharma R.A. (1982) Organization Theory and Behaviour, Tata McGraw-Hill, India.
6. Andre, R. (2009) Organizational Behaviour, Pearson, India.
7. Chadha, N.K. (2010) Perspectives in Organizational Behaviour.
8. Rao, V.S.P. (2009) Organizational Behaviour, Excel Books, India.

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III Year B. A. – Semester – V

Course 7C: Talent Management

(Skill Enhancement Course (Elective), 04 Credits)

Structure of SECs for Fifth Semester

(To be choose any one pair from the Three alternative pairs of SECs)

Unit I: Meaning and importance of talent management; Designing and building a talent reservoir; Talent Management Grid; Creating a talent management system; Institutional strategies for dealing with talent management.

Unit II: Competency: Meaning, types and steps in developing a valid competency model; Competency Mapping; Talent management information systems; Developing a talent management information strategy; Role of leaders in talent management.

Unit III: Knowledge Management: Origin, Concept, elements of Knowledge Management; Advantages of KM to HRM; Knowledge and Intellectual Property; Concept of Knowledge Worker; Knowledge Management and Learning Organization; Challenges in Implementation of KM.

Unit IV: Process: Stages of KM process; Erik Sveiby's Model; Alvesson and Karreman's approaches; Knowledge Management solutions, mechanisms and system; Knowledge creation and knowledge sharing, knowledge dissemination.

Unit V: KM Strategy; Organization Structure; Knowledge Audit; Benchmarking Method; Balance Scorecard Method; Features of Knowledge intensive firm.

Case Analysis

Suggested Readings:

1. Filemon A. Uriarte, Introduction to Knowledge Management, ASEAN Foundation, Jakarta, 2008.
2. T.Raman, Knowledge Management: A Resource Book, Excel Books, New Delhi, 2007(Reprint).
3. Awad, E. M. and Ghaziri, H. M., Knowledge Management, Pearson Education International, (2003).
4. Kimiz Dalkir, Knowledge Management in Theory and Practice, Elsevier direct, New York.
5. Ratan Reddy, B, Knowledge Management, Himalaya Publishing House, Mumbai, 2008.
6. Stuart Barnes, Knowledge - Management Systems: Theory and Practice, Thomson Learning, London, 2002.