



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

*Skill Enhancement Courses (SECs) for Semester -V,From 2022-23  
(Syllabus-Curriculum)*

**Structure of SECs for Semester-V**

*(To choose One pair from the Four alternate pairs of SECs)*

Course No 6&7	Name of Course	Hours/Week	Credits	E:20 Fieldwork: 5	Sem End
6A	Calculations Of Statutory Commitments For HR	5	4	25	75
7A	Management Information Systems	5	4	25	75
<b>OR</b>					
6B	Labour Welfare	5	4	25	75
7B	Human Resource Management	5	4	25	75
<b>OR</b>					
6C	Organational Behaviour	5	4	25	75
7C	Talent Management	5	4	25	75



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B.A Human Resource Management Syllabus (w.e.f:2020-21A.B)

<b>B.A</b>	<b>Semester – V (Skill Enhancement Course- Elective)</b>	<b>Credits:4</b>
<b>Course: 6A</b>	<b>Calculations of Statutory Commitments for HR</b>	<b>Hrs/Wk:5</b>

**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. 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>B.A</b>	<b>Semester – V (Skill Enhancement Course- Elective)</b>	<b>Credits:4</b>
<b>Course: 7A</b>	<b>Management Information Systems</b>	<b>Hrs/Wk:5</b>

**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 - Data Communication Concepts – Computer Networks.

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

**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, JohnWiky A SOW 1980
5. Bhatnagar SC and KV Ramadevi, 1991 Computers and Information Management, A Primer for Practicing Managers, PHI,New



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<b>B.A</b>	<b>Semester – V (Skill Enhancement Course- Elective)</b>	<b>Credits:4</b>
<b>Course: 6B</b>	<b>Labour Welfare</b>	<b>Hrs/Wk:5</b>

**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.



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B.A Human Resource Management Syllabus (w.e.f:2020-21A.B)

<b>B.A</b>	<b>Semester – V (Skill Enhancement Course- Elective)</b>	<b>Credits:4</b>
<b>Course: 7B</b>	<b>Human Resource Management</b>	<b>Hrs/Wk:5</b>

**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, Pearsons 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.



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<b>B.A</b>	<b>Semester – V (Skill Enhancement Course- Elective)</b>	<b>Credits:4</b>
<b>Course: 6C</b>	<b>Organizational Behavior</b>	<b>Hrs/Wk:5</b>

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

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

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

**Unit V:** Organizational Development: Concept, importance, techniques.

#### Suggested Readings

1. Luthans, Fred (2002) Organization Behaviour (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) Organization Behaviour, 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.



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B.A Human Resource Management Syllabus (w.e.f:2020-21A.B)

B.A	Semester – V (Skill Enhancement Course- Elective)	Credits:4
Course: 7C	Talent Management	Hrs/Wk:5

**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; Alvensson 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.

# ADHIKAVI NANNAYA UNIVERSITY

B.A - SEMESTER - V

COURSE 6A - Calculations of statutory

Commitments for HR

Max Marks - 75

(5x5=25M)

## SECTION - A

I. ANSWER ANY FIVE OF THE FOLLOWING

1. Basic pay.
2. Fringe Benefits.
3. Statutory Deduction.
4. Explain section 16 in workmen Compensation Act.
5. Gratuity.
6. Set on.
7. Calculation of provident Fund.
8. EDLI.

(5x10=50M)

## SECTION - B

II. ANSWER ANY FIVE OF THE FOLLOWING

9. a. Explain about the Importance of payroll administration?

(or)



1. b. Write about the process of wage Incentive Calculations ?

10. 'a' What are the main provisions in minimum wages Act 1948 ?

(or)

'b' Explain about the wage Calculations in software Sectors ?

11. 'a' Explain about the rules of Bonus Calculation in an organization ?

(or)

'b' Write about the payment of minimum and maximum Bonus ?

12. 'a' Write a Elaborate notes on workmen's Compensation Calculation process ?

(or)

'b' How to Calculate gratuity in organization and their eligibility or Benefits ?

13. 'a' What are the main provisions in provident Fund Act ?

(or)

'b' How to Calculate employees pension based on employees pension scheme ?

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(or)

ADIKAVI NANNAYA UNIVERSITY

BA - SEMESTER - V

COURSE - 6B LABOUR WELFARE

MAX MARKS - 75

[5x5=25]

SECTION - A

I ANSWER ANY FIVE OF THE FOLLOWING

- 1, Labour welfare
- 2, Payment of wages Act - 1936
- 3, Employee state insurance Act - 1948
- 4, Payment of gratuity Act - 1972
- 5, factories Act 1948
- 6, Industrial relations
- 7, Trade unions Act 1926
- 8, Working conditions of employees.

SECTION - B

II ANSWER ANY FIVE OF THE FOLLOWING

[5x10=50M]

- 9, (a) Explain about the types of labour welfare services  
(8)
- (b) Write about the labour welfare concept in India
- 10, (a) Write about the minimum wages Act 1948

(81)

(b) Explain about the payment of bonus Act 1965

11. (a) Write about how to calculate the Employees Provident fund.

(81)

(b) Explain about the miscellaneous provisions Act 1952?

12 (a) Explain about the Industrial Employment (Standing orders) Act 1946?

(81)

(b) Write about the Employees Compensation Act 1923

13. (a) Explain about the Industrial disputes Act, 1947?

(81)

(b) Explain about the concept and importance of Industrial relations?

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ADIKAVI NANNAYA UNIVERSITY

BA - SEMESTER - V

HUMAN RESOURCE MANAGEMENT  
COURSE - 7A - MANAGEMENT INFORMATION  
SYSTEM

MAX MARKS - 75

[5x5 = 25M]

SECTION - A

I ANSWER ANY FIVE OF THE FOLLOWING

- 1, How to create database in MS-Access?
- 2, Explain about mail merge in MS-Word?
- 3, Information Resource management?
- 4, System development life cycle?
- 5, write a short notes on data communications?
- 6, Difference between Hardware and software?
- 7, Data definition language.
- 8, Data manipulation language.

SECTION - B

II ANSWER ANY FIVE OF THE FOLLOWING [5x10 = 50M]

9 (a) write about the features of MS word?

(b)

(b) what are the uses of MS-Excel in an organization



# ADHIKAVI NANNAYA UNIVERSITY

B.A - SEMESTER - V

Course 7B - Human Resource Management

Max Marks - 75

## SECTION - A

[5x5=25M]

Q. ANSWER ANY FIVE OF THE FOLLOWING

1. Human Resource Management.
2. HRD.
3. Organizing HR Unit.
4. Planning HR activity.
5. Job Analysis.
6. E-Recruitment.
7. Quality of Work Life.
8. HR Audit.

## SECTION - B

Q1. ANSWER ANY FIVE OF THE FOLLOWING.

Q. 'a' Define Human Resource Management? Explain functions and Approches to Human Resource management.

(or)

'b' Explain Evolution of HRM in India ?

10 'a' write about the concept of Line n staff Relationship ?

(or)

'b' What is the policies or procedures for managing HR ?

11 'a' Define Recruitment - ? Explain about the process of Recruitment.

(or)

'b' Explain about the Methods of training ?

12 'a' Explain about the factors affecting employee Compensation.

(or)

'b' Define collective bargaining ? Explain the concept of collective bargaining.

13 'a' Write about the HR Research and HR Accounting.

(or)

'b' Explain about the Human Resource challenges or opportunities in the globalized Era ?



ADIKAVI NANNAYA UNIVERSITY

BA - SEMESTER - V

COURSE - GC - ORGANIZATIONAL BEHAVIOUR

[Max Marks - 75]

(5x5 = 25M)

SECTION - A

I ANSWER ANY FIVE OF THE FOLLOWING

- 1, leadership
- 2, Concept of power
- 3, Negotiation
- 4, Managing change
- 5, Stress management
- 6, Organizational Culture
- 7, Organizational Development
- 8, Organizational climate

SECTION - B

II ANSWER ANY FIVE OF THE FOLLOWING [5x10 = 50M]

9. (a) Explain about the theories of leadership?

(or)

(b) Define leadership? Explain its need and styles?

10. (a) Define power? Explain about the difference of power and leadership?



(8)

⑥ Define Conflict? write about the process and types of conflicts?

11. ⑥ Define organizations changes? which types of forces is uses to stimulating change in organization?

(8)

⑥ Define stress management? Explain its nature and potential sources?

12. ⑥ Explain about the organizational System?

(8)

⑥ Define organizational culture? write about the types maintaining and changing cultures?

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# ADHIKAVI NANNAYA UNIVERSITY

B.A - SEMESTER V

Course 7C - Talent Management

Marks Max - 75

[5x5 = 25M]

## SECTION - A

I. ANSWER ANY FIVE OF THE FOLLOWING

1. Talent Management Grid.
2. Retaining talent.
3. Competency Mapping.
4. Knowledge Management.
5. Challenges of Knowledge Management.
6. Knowledge Management Solutions.
7. Knowledge Audit.
8. Balance scorecard Method.

## SECTION - B

[5x10 = 50M]

II. ANSWER ANY FIVE OF THE FOLLOWING:

9. 'a' Define Talent Management? Explain about the Importance of Talent Management?

(or)

'b' Write about the Institutional strategies for dealing with talent Management?

10. 'a' Define Competency? Explain in types or steps a developing a valid competency model?

(or)

'b' Explain Role of leaders in talent Management?

11. 'a' Define Concept of knowledge management and its advantages?

(or)

'b' Explain about the concept of knowledge worker?

12. 'a' Explain about the stages of KM process and write about Erik Svieby's Model?

(or)

'b' Explain about the mechanisms or systems of KM?

13. 'a' Explain about the knowledge management strategies or organization structure?

(or)

'b' Write about the features of knowledge intensive firm?

