

SEMESTER I			
Core I Principles and Practices of Management			
Code: 21PHRC11	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Objectives:

- To enable the students to learn the basic principles, concepts and functions of management along with the modern trends and apply them to real life situations.
- To develop an understanding of the functions of management and to equip the students with behavioral skills in managing people at work.

Course Outcome

CO No.	On completion of this course students will be able to	PSOs Addressed	CL
CO-1	understand the managerial function, role of manager and managerial skills.	1,3,5	Un
CO-2	gain knowledge on the development of managerial thought.	1	Un
CO-3	examine the concepts of planning to make planning effective.	1,3	An , Cr
CO-4	analyse the concept of organizing and departmentation.	1,3	An
CO-5	gain knowledge on decision making and co-ordinating .	1,3,5	Un
CO-6	apply the techniques of control.	1,3,5	Ap , An
CO-7	analyse the stages of conflict and management of conflict.	1,3	An
CO-8	identify the need, strategy for planned change and organizational development.	3	Un ,Ap

SEMESTER I			
Core I Principles and Practices of Management			
Code: 21PHRC11	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Unit I Introduction to Management

Introduction to Management –Meaning- Definition-Evolution- Management Functions –Management Concepts – Early Classical Approaches- scientific management- administrative management -bureaucracy – Neo – Classical Approaches- human relation movement-behavioral approach – Modern Approaches-quantitative approach- system approach-contingency approach-Roles of Manager– Levels of Management -Managerial Skills - Meaning – Conceptual Skill – Technical Skill – Human Relation Skill.

Unit II Planning and Decision Making

Planning – Meaning of Planning- Types of Plans- Process of Planning – Making Planning Effective. Decision Making-Meaning of Decisions – Types of Decisions –Steps in rational decision making-Rationality in decision making - Common Difficulties in Decision Making

Unit III Staffing and Directing

Staffing-Meaning-Need and Importance-Job Analysis-Job description- Job specification-Manpower planning-Recruitment and Selection-Placement and Orientation-Man power planning in India. Directing- Meaning-Principles-Importance- Requirements of effective direction- Issuing orders-Techniques.

Unit IV Controlling Techniques

Controlling – Meaning - Importance – Control Process - Types of Control- Budgetary and Non-Budgetary Control Techniques-Need for Control System- Essentials of effective Control System-Problems of effective Control System.

Unit V Managerial Ethics and Practices

Nature- Types- Sources- Importance- Need-Managing ethics- Ethics and HRM-Approaches-Factors influencing ethical behaviour at work- Role of HRM in development of ethical behavior-HR ethical issues-International business ethics.

Text Book:

Aswathappa.K. *Human Resource Management*. New Delhi; Tata McGraw-Hill Publishing Company Ltd, 7th Edition, 2017.

Books for Reference:

1. Prasad L.M. *Principles& Practice of Management*. New Delhi;Sultan Chand & Sons, 9th Edition, 2016.
2. Tripathi P.C &ReddyP.N.*Principles of Management*. New Delhi; Tata Mc. Graw Hill, 6th Edition, 2017.
3. Pravin Durai, *Human Resource Management*. NewDelhi: Pearson Publications, 2nd Edition, 2016.

SEMESTER I			
Core II		Human Resource Management	
Code: 21PHRC12	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Objectives:

- To provide a strong grounding in broad based fundamental Human Resource management, knowledge and skills and to prepare students for a meaningful and productive career as Human Resource professionals.
- To develop the analytical skills of the students to think critically so that they align the HRM concepts and strategies with the organisation.

Course outcome:

CO No.	Upon completion of this course students will be able to	PSOs Addressed	Cognitive Level
CO -1	summarize the concepts of Human Resource Management	1	Un
CO-2	interpret the objectives, scope, functions, importance and evolution of HRM and personnel Management.	1	Un
CO-3	examine the approach and process of job design, job analysis, job specification and job description.	1	An
CO-4	formulate the process of selection, placement.	5	An, Cr
CO-5	understand and explain and analyse the induction programme.	1	Un, An
CO-6	examine the process of performance appraisal and potential appraisal.	1	An
CO-7	understand the concept of QWL and QC.	1	Un
CO 8	evaluate job satisfaction, morale, industrial peace and harmony.	1	Ev

SEMESTER I			
Core II		Human Resource Management	
Code: 21PHRC12	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Unit I Introduction to Human Resource Management

Introduction: Meaning – Scope – Objective – Functions - Importance of Human resource management – Personnel Management and HRM – Similarities and Dissimilarities - Evolution of HRM - Organisation of HRM - Line and staff responsibility - Role of Personnel manager and HR manager – Human resource management practices in India- Jobs and careers in HRM.

Unit II Analyzing work and Designing jobs

Job design: Definition – approaches - job design options
Job analysis: Definition – process - benefits of job analysis- potential problems. Job Specification: Definition - Process. Job Description: Definition - Content of Job Description.

Unit III Recruiting, Selecting, Inducting and Placing New Hires

Recruitment: Definition- Meaning- Features- Objectives - Process
Selection: Definition – Meaning - Selection Process – barriers to effective selection. Induction: Definition – Meaning – Objectives - Benefits of Induction Programme - Contents of Induction Programme- Phases of Induction Programme. Placement: Definition – Meaning- Placement Process.

Unit IV Performance Management and Compensation Management

Performance management: Concept and process - performance appraisal, - potential appraisal. Compensation management: Concept - Forms of Compensation - Types and Structure of Rewards – Objectives of Compensation Management- Factors influencing Compensation Management - Essential elements of a compensation system.

Unit V e-HRM

Nature of e-HRM - e-HR activities - e- Recruitment – e- Selection –e- Performance Management – e- Learning – e- Compensation.

Text Book:

Aswathappa.K. *Human Resource Management*. New Delhi; Tata McGraw-Hill Publishing Company Ltd, 7th Edition, 2017.

Books for Reference:

1. Stephen P.Robbins and Decenzo. *Human Resource Management*. New Delhi; Prentice Hall of India Private Ltd, 11th Edition, 2011.
2. KhankaS.S.*Human Resource Management*.NewDelhi;S. Chand & Company Ltd, 2nd Edition,2007.

SEMESTER I			
Core III		Accounting for HR Managers	
Code: 21PHRC13	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

Objectives:

- To equip the students with the conceptual framework and tools / techniques of management accounting so that efficient decisions are arrived at.
- To enable the students to use their knowledge to assess a company's performance in relation to its past performance, competitors and industry to make managerial decision.

Course Outcome

CO No.	On completion of this course students will be able to	PSOs Addressed	CL
CO-1	understand the concept of accounting	1,4	Un , Re
CO-2	prepare final accounts	1,4	Ap
CO-3	understand the nature ,scope and functions of managerial accounting.	1,4	Un , Re
CO-4	prepare cash flow statement.	4	Ap
CO-5	prepare fund flow statement.	4	Ap
CO-6	understand the objectives and steps in budgetary control and prepare the various types of budget.	4,6	Un , Ap
CO-7	able to use the various types of ratios for managerial decision.	4,6	An ,Cr
CO-8	apply accounting knowledge for planning and control.	1,4,6	Un ,Ap

SEMESTER I			
Core III		Accounting for HR Managers	
Code: 21PHRC13	Hrs/Week: 6	Hrs/Sem: 90	Credits: 4

- Unit I Accounting**
Accounting – Definition – Purpose – Functions -Preparation of final accounts
–Journal – Ledger – Trail balance – Trading and Profit & Loss Accounts
(Simple Problems)
- Unit II Management accounting**
Meaning, definition, nature, scope and functions – advantages and limitations
– differences between cost accounting and management accounting –
differences between management accounting and financial accounting.
- Unit III Cash flow and fund flow statement**
Cash flow and fund flow statement – their importance and limitations -
preparation of cash flow and fund flow statements.(Simple problems)
- Unit IV Budgetary control**
Budgetary control – Definition – Objectives – Merits and limitations – Steps
in budgetary control – types of budgets.(Production, Cash, Sales,
Flexible).(Simple problems)
- Unit V Ratio analysis**
Ratio - Meaning – types of ratios – Merits and limitations – Ratio analysis
(Activity Ratio, Liquidity ratio, Solvency ratio) (Simple problems).

Text Book

Pillai R.S.N and Bagavathi. *Management Accounting*. New Delhi; S. Chand Publications, 4th Edition, 2015.

Books for Reference:

1. Antony Atkinson and Robert S Kalplan. *Management Accounting: Information for Decision Making and Strategy Execution*. US;Prentice Hall, 6th Edition, 2011.
2. Gupta RL & Gupta VK. *Principles and Practice of Accounting*.NewDelhi ;Sultan Chand & Sons, 14th Edition, 2010.
3. MaheswariS.N.*Management Accounting & Financial Accounting*.Chennai;Vikas Publishers, 2nd Edition, 2010.

SEMESTER II			
Core VII		Behavioural HRM	
Code: 21PHRC22	Hrs/Week: 6	Hrs/Sem: 60	Credits: 4

Objectives:

- To nurture students to become intellectually competent professionals to serve the local and national community through scientific studies of human behavior, emotions and thoughts.
- To gain realistic ideas about implementing the psychological knowledge, skills and attitudes in occupational pursuits, to improve one's own quality of life and the needs of the society.

Course Outcome:

CO No.	Upon completion of this course students will be able to	PSOs Addressed	CL
CO-1	acquire the basic knowledge of psychology of Human Resource Management.	3	Un
CO-2	understand the schools of psychology.	3	Un
CO-3	understand the theories and measurement of intelligence.	1,3	Un
CO-4	understand the concept, types and factors influencing perception.	1,3	Un
CO-5	know the process of learning, aptitude and attitude.	3	Un , Ap
CO-6	determine the factors, causes, effects, classification of adjustment and develop ways to manage stress.	1,3	Ev, Ap
CO-7	examine the functions of industrial psychologist.	3	An
CO-8	discuss the meaning, factors, theories and identify the ways of measuring personality.	3	Ap

SEMESTER II			
Core VII		Behavioural HRM	
Code: 21PHRC22	Hrs/Week: 6	Hrs/Sem: 60	Credits: 4

- Unit I Introduction and Schools of Psychology**
Psychology – Definition - Meaning. Schools of Psychology: Psycho analysis - Behaviorism – Gestalt Theory - Transaction Analysis.
- Unit II Intelligence and Perception**
Intelligence: Definition – Meaning - Theories of intelligence -Measurement of intelligence.
Perception: Concepts – Types - Factors influencing perception – Perception of people at work and organisation.
- Unit III Learning, Aptitude and Attitude**
Learning: Definition - Theories of learning - learning curve - transfer of learning. Aptitude: Definition - Measurement of aptitude.
Attitude: Definition – Nature - Formation of attitude - process of attitude change - measurement of attitude.
- Unit IV Adjustment and Stress**
Adjustment: Meaning - Factors influencing Adjustments.
Stress: Definition - Causes and Effects of stress –Managing or Coping up with stress.
- Unit V Industrial Psychology and Personality**
Industrial Psychology – Meaning – Scope - Role and Functions of industrial psychologist. Personality: Concept - Meaning – Factors influencing personality development – Heredity and Environment – Theories and Measurement of personality.

Text Book:

Clifford. T. Morgan Kind.*An Introduction to Psychology*. Bombay; Tata McGraw Hill, 7th Edition, 2005.

Books for Reference:

- 1.Bhatia.H.R.*Abnormal Psychology*. New Delhi;Tata McGraw Hill, 2nd Edition, 1997.
- 2.RachanaSharma.*Abnormal Psychology*. NewDelhi;AtlanticPublishers, 4th Edition,2012.

SEMESTER II			
Core IX		Recruitment and Selection Procedures	
Code: 21PHRC24	Hrs/Week: 5	Hrs/Sem: 90	Credits: 4

Objectives:

- To equip the students with a blend of theory and application of the wide range of issues, principles, practices in recruitment and selection which are needed by them as HR professionals to save the organisation from performance related problems at a later stage.
- To provide conceptual knowledge and operational dimensions in recruitment and selection process with the aim of improving the business by selecting the right candidates.

Course Outcome:

CO No.	Upon completion of this course students will be able to	PSOs Addressed	CL
CO-1	understand the skills needed for recruitment and selection.	5	Un
CO-2	describe the meaning, functions, objective, importance of recruitment and hiring process.	5	Un
CO-3	understand the meaning, sources, advantage and disadvantages of internal and external hiring and illustrate the process of internal and external hiring.	5	Un , Ap
CO-4	write application form, bio data and resume.	5	Cr
CO-5	determine the features, purpose, types, process, advantage and disadvantage of testing and interviewing.	5	Ev
CO-7	design different ability tests and practice interview techniques.	5	Cr , Ap
CO-8	discuss the purpose, methods of collecting reference data, contents of appointment order and medical examination and develop appointment orders.	5	Un ,Cr

SEMESTER II			
Core IX		Recruitment and Selection Procedures	
Code: 21PHRC24	Hrs/Week: 5	Hrs/Sem: 90	Credits: 4

Unit I Recruitment

Recruitment: Definition – Meaning – Features – Objective – Purpose and Importance – Process. Hiring decision: Nature of hiring: Regular – Temporary - Full time - Part time – Apprentice – Contractual and Outsourcing. Existing post or new post to be created -Need analysis - Cost analysis.

Unit II Internal and External Recruitment

Hiring Internally: Meaning – Definition – Advantages - Disadvantages in terms of cost, time, quality and suitability. Sources of internal recruitment: - Circulars, Intranet Advertisements, Employee referrals, Appointment or promotion. Hiring Externally: Meaning – Definition – Sources: Advertisement in Newspaper- TV/Radio- Internet- Search on the internet- ‘Wanted’ signboards- Consultants-Employment exchange- Campus recruitment-Employee referrals and unsolicited applications. Advantages and disadvantages of the above sources in terms of Cost, Time, Convenience, Reach of the targeted population, and Quality of applicant pool. Difference between internal recruitment and external recruitment.

Unit III Screening of Applications

Application Forms: Meaning – Definition – content - Purpose – Evaluation - Advantages and Disadvantages. Bio-data: Meaning – Definition – Purpose - Advantages and Disadvantages. Resume: Meaning – Definition – Purpose – Parts – Formats - Advantages and Disadvantages. Curriculum vitae: Meaning – Definition – Purpose – Preparing – Formats - Advantages and Disadvantages. Weighted application blanks: Meaning – Definition – Purpose – Constructing a WAB- Advantages and Disadvantages. Taking a behavioural approach to recruitment: Spotting personality patterns - Making basic assumptions - Predicting the future - Strategy Vs. technique.

Unit IV Testing and Interviewing Procedures

Testing: Meaning – Definition – Purpose - Advantages and Disadvantages. Ability tests: Clerical ability test - Mechanical ability test - Mental ability test - Physical ability test - Personality assessment test - Typing test - Shorthand test - Computer proficiency test. Interviewing: Meaning – Definition – Features – Objectives – Advantages and Disadvantages. Interview process - Planning the interview - Getting started - Examining the 5 interview areas - Examining the strengths & weaknesses - Allowing candidates to ask questions at the end - Explaining the procedure of selection and concluding with a happy note - Making the decision.

Unit V Reference checking & Job offer letter

Reference Checking: Meaning – Definition – Purpose – Methods of Collecting Reference Data. – pros and cons of reference checks. Verification of character - Criminal antecedents - Previous work behavior - Educational qualifications - Verification of community certificates in public sector companies. Job offer letter: Meaning – Definition – Purpose - Contents of appointment letter, hard copy (or soft copy) - Method of delivery and retrieving the acknowledgement copy. Medical Examination & acceptance of offer for joining.

Text Book:

Aswathappa.K. *Recruitment and Selection*. New Delhi;Tata McGraw Hill Publishing Company Ltd, 6th Edition, 2005.

Books for Reference:

1. Lilly M.Berry.*EmployeeSelection*.California;Thomson Publications,1st Edition, 2002.
- 2.Robert W. Wendover. *High performance Hiring*.California; Crisp Publication, 8th Edition, 2011.

SEMESTER II			
Core XI Practical –I Skills for HR Managers			
Code: 21PHRCR1	Hrs/Week: 4	Hrs/Sem:60	Credits: 3

Objectives:

- To equip the students on various types of soft skills and their importance in achieving individual and organisational agenda and goals.
- To impart knowledge about different types of soft skills which may not seem very obvious but are nevertheless critical tools for impacting human behaviour and business outcomes.

Course Outcome

CO No.	On completion of this course students will be able to	PSOs Addressed	CL
CO-1	become self-confident individuals by mastering the skills needed.	5& 8	Ap
CO-2	develop the way of thinking to increase creativity and critical thinking.	5& 8	Un , ap
CO-3	to converse fluently in english.	5& 8	Cr
CO-4	develop proper dressing skills and business dining etiquette effectively.	5& 8	Cr
CO-5	create newsletters, magazines and also write reviews on books and films.	5& 8	Ap , Cr
CO-6	create blogs and design brochures.	5& 8	Un ,Ap
CO-7	develop better workplace etiquettes.	5& 8	Un
CO-8	obtain a sense of responsibility for the multi-disciplinary nature of event management.	5& 8	Un, Cr

SEMESTER II			
Core XI Practical –I		Skills for HR managers	
Code: 21PHRCR1	Hrs/Week: 4	Hrs/Sem:60	Credits: 3

Unit I Business Etiquettes & Power dressing

Dressing for occasions – Formal, Semi-formal, Business Casuals, Smart Casuals, Casuals (For Men & Women) - General grooming- Hair, nail, make- up and accessories – Personal Hygiene - Dining Etiquette- Telephone etiquette- Mail Etiquette- Business card Etiquette.

Unit II Oral Communication

Verbal & Non-verbal communication- Body language –Self introduction – Presentation skills – Usage of presentation software- Group discussion – Feedback

Unit III Writing For Media and Creative Writing

Analytical writing (Case study) – Comprehensive writing – Letter writing – Request for leave, permission & apologise

Unit IV Self Management

Time management- Stress management

Unit V Self realization

Self awareness- Critical thinking- Adaptability

Text Books:

SherfieldMontgomery moody. Cornerstone Developing Soft skills, Pearson Education, 4th Edition, 2008.

Books for Reference:

1. Bhalla Prem.P. Self -Grooming Guide for a Perfect Man. New Delhi: V& S Publisher, 17th Edition, 2012.
2. Frederick H.Wentz. Soft skills training : A workbook to develop skills for employment. Amazon Digital Services; LRG Edition, 2012.