MANGALORE UNIVERSITY

Bachelor of Arts (HUMAN RESOURCE DEVELOPMENT)
SYLLABUS

Course Structure and Syllabus in the Subject
B.A(HRD) Four Year Undergraduate Programmes

AS PER

National Education Policy-2020 (NEP2020)

COMPOSITION OF CURRICULUM DRAFT COMMITTEE FOR BA(HRD) NEP (2020)

S. N	Name of the members	Designation
1	Dr. Chandrashekara Mayya	Chairman (BOS)
2	Dr. E. Thippeswamy	Member (BOS)
3	Mrs. Smitha M	Member (BOS)
4	Dr. Muralidhara Rao K. S.	Member
5	Mrs. Manju H.	Member
6	Mrs. Gayathri K.	Member
7	Mr. Thilakraj G.	Member
8	Mrs. Veena D Kotian	Member
9	Mrs. Ashwini Kumari N.	Member
10	Mr.Shashidhara Acharya	External Members
11	Ms. Simona Denise Fernandes	External Members

MANGALORE UNIVERSITY

B.A(HRD) programme

Programme objectives:

The objectives of B.A(HRD) programme are:

- To impart knowledge about significance of Human Resource in the organisation.
- To develop a positive attitude and necessary Human Resource skills to become efficient personnel in an organisation.
- To develop relevant skills necessary for application in issues related Human Resource.
- To equip student with the employability attributes and entrepreneurial skills.

Programme Outcomes;

After successful completing the programme the student will be able to:

- Understand human resource concept and its relevance in the organisation.
- Function effectively as an individual and as a member or leader in an organisational set up.
- Know the role of HR Manager in handling human resource in scientific manner.
- Contribute employee performance management and organisational effectiveness.

Programme structure B.A (HRD)

Proposed Scheme of Teaching & Evaluation for B.A (HRD) as Core subject

SEMESTER I								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
1	LANG 1.1	Language I	AECC	04	60	40	100	3
2	LANG 1.2	Language II	AECC	04	60	40	100	3
3	BA(HRD) 1.1	Principles of Management	DSC	04	60	40	100	4
4	BA(HRD) 1.2	Business Environment	DSC	04	60	40	100	4
5	BA(HRD) 1.3	Personal Development and Interpersonal Skills	DSC	04	60	40	100	4
6	BA(HRD) 1.4	Digital Fluency	SEC- SB	03	50	50	100	2
7		Yoga	SEC- VB	02				1
8		Health Wellness/Social & Emotional Learning	SEC- VB	02				1
9	BA(HRD) 1.5	Human Resource Skills.	OEC	03	60	40	100	3
	Total			30				25
SEMESTER II								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
10	LANG 2.1	Language I	AECC	04	60	40	100	3
11	LANG 2.2	Language II	AECC	04	60	40	100	3
12	BA(HRD) 2.1	Human Resource Management	DSC	04	60	40	100	4
13	BA(HRD) 2.2	Professional Skill Development	DSC	04	60	40	100	4
14	BA(HRD) 2.3	Business Economics	DSC	04	60	40	100	4
15	BA(HRD) 2.4	Environmental studies	AECC	03				2
16		Sports	SEC-VB	02				1
17		NCC/NSS/R&R(S&G) /Cultural	SEC-VB	02				1
18	BA(HRD) 2.5	Training and Development	OEC	03	60	40	100	3
	Total			30				25

EXIT OPTION WITH CERTIFICATION

SEMESTER III								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
19	LANG 3.1	Language I	AECC	04	60	40	100	3
20	LANG 3.2	Language II	AECC	04	60	40	100	3
21	BA(HRD) 3.1	Organisational Behaviour	DSC	04	60	40	100	4
22	BA(HRD) 3.2	Strategic Management	DSC	04	60	40	100	4
23	BA(HRD) 3.3	Employee Relations	DSC	04	60	40	100	4
24	BA(HRD) 3.4	Artificial intelligence	SEC- SB	03	35	15	50	2
25		Sports	SEC-VB	02				1
26		NCC/NSS/R&R(S&G)/Cultural	SEC-VB	02				1
27	BA(HRD) 3.5	Compensation Management	OEC	03	60	40	100	3
	Total			30				25
SEMESTER IV								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
28	LANG 4.1	Language I	AECC	04	60	40	100	3
29	LANG 4.2	Language II	AECC	04	60	40	100	3
30	BA(HRD) 4.1	Organisational Development and Management of Change	DSC	04	60	40	100	4
31	BA(HRD) 4.2	Human Resource Research Methodology	DSC	04	60	40	100	4
32	BA(HRD) 4.3	Entrepreneurship Development	DSC	04	60	40	100	4
33	BA(HRD) 4.4	Constitution of India	AECC	03	50	50	100	2
34		Sports	SEC-VB	02				1
35		NCC/NSS/R&R(S&G)/Cultural	SEC-VB	02				1
36	BA(HRD) 4.5	Human Resource Development	OEC	03	60	40	100	3
	Total			30				25

EXIT OPTION WITH DIPLOMA

SEMESTER V								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
37	BA(HRD) 5.1	Global Human Resource Management	DSC	04	60	40	100	4
38	BA(HRD) 5.2	Financial Analysis for HR Managers	DSC	04	60	40	100	4
39	BA(HRD) 5.3	Corporate communication and Public Relations	DSC	04	60	40	100	4
40	BA(HRD) 5.4	One course from selected elective group	DSE	04	60	40	100	3
41	BA(HRD) 5.5	Principles of Training and Development	Vocational	04	60	40	100	3
42	BA(HRD) 5.6	Internship/Field study report		03	35	15	50	2
43	BA(HRD) 5.7	Cyber Security / Ethics and Self Awareness	SEC-SB	03	60	40	100	2
44		Sports	SEC-VB	02				1
45		NCC/NSS/R&R(S&G)/Cultural	SEC-VB	02				1
	Total			30				24
SEMESTER VI								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
46	BA(HRD) 6.1	Trends in Human Resources Development	DSC	04	60	40	100	4
47	BA(HRD) 6.2	Business Ethics and Corporate Governance	DSC	04	60	40	100	4
48	BA(HRD) 6.3	Human Resource Information System	DSC	04	60	40	100	4
49	BA(HRD) 6.4	One course from selected elective group	DSE	04	60	40	100	3
50	BA(HRD) 6.5	Human Resource Accounting	Vocational	04	60	40	100	3
51	BA(HRD) 6.6	Internship/Field study report		03	50	50	100	2
52	BA(HRD)6.7	Professional Communication	SEC-SB	03				2
53		Sports	SEC-VB	02				1
54		NCC/NSS/R&R(S&G)/Cultural	SEC-VB	02				1
	Total			30				24

EXIT OPTION WITH BACHELOR DEGREE

SEMESTER VII								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
55	BA(HRD) 7.1	Employee Engagement and Empowerment	DSC	05	60	40	100	4
56	BA(HRD) 7.2	Performance and Reward Management	DSC	05	60	40	100	4
57	BA(HRD) 7.3	Talent Management	DSC	05	60	40	100	4
58	BA(HRD) 7.4	One course from selected elective group	DSE	05	60	40	100	3
59	BA(HRD) 7.5	Emotional Intelligence and Management effectiveness	Vocational	05	60	40	100	3
60	BA(HRD) 7.6	Research Methodology		05	60	40	100	3
	Total			30				21
SEMESTER VIII								
Sl.	Course Code	Title of the Course	Category of Courses	Teaching Hours per Week	SEE	CIE	Total Mark	Credit
61	BA(HRD) 8.1	Econometrics of HR	DSC	05	60	40	100	3
62	BA(HRD) 8.2	Human Relation Analytics	DSC	05	60	40	100	3
63	BA(HRD) 8.3	Cultural Diversity and inclusion	DSC	05	60	40	100	3
64	BA(HRD) 8.4	One course from selected elective group	DSE	05	60	40	100	3
65	BA(HRD) 8.5	Knowledge Management	Vocational	05	60	40	100	3
66	BA(HRD) 8.6	Research Projects(compulsory)		05	50	50	100	6
	Total			30				21

AWARD OF BACHELOR DEGREE WITH HONOURS

Elective groups and courses

Discipline Specific Electives – V Semester		
Sl. No	Labour law theory and practice	Industrial psychology
Paper 1	Labour Laws	Dynamics of Human Behaviour

Discipline Specific Electives – VI Semester		
	Labour law theory and practice	Industrial Psychology
Paper 2	Wage and Salary Administration	Social and Workforce Psychology

Discipline Specific Electives – VII Semester		
	Labour law theory and practice	Industrial Psychology
Paper 3	Industrial Relation and Labour Welfare	Counselling Skills for Manager

Discipline Specific Electives – VIII Semester		
	Labour law theory and practice	Industrial Psychology
Paper 4	International Labour Laws	Workforce Mentoring

DSC: Discipline Specific Core

DSE: Discipline Specific Elective

SEC:S kill Enhancement Course

OE: Open Elective

VC: **Vocational Courses**

MANGALORE UNIVERSITY

BA (HRD)

Question Paper Pattern for **First** and **Second** Semester

Time: 2Hrs Maximum Marks: 60

Section-A

Answer any five (out of seven) of the following (2x5=10)

1.

2.

3.

4.

5.

6.

Section-B

Answer any Five (out of seven) of the following questions (4x5=20)

1.

2.

3.

4.

5.

6.

7.

Section-C

Answer any Three (Out of five) of the following (10X3=30)

1.

2.

3.

4.

5.

I SEMESTER

Bachelor of Arts (Human Resource Development)

Principles of Management

Course code: BA (HRD) 1.1

Total number of hours: 56

Course objectives:

a) To enable the students to understand the evolution of management.
b) To study the functions and principles of management.
c) To learn the application of management principles in an organization.
d) To study the system and process of effective controlling in the organization.

Pedagogy: Classrooms lecture, case analysis, group discussions, assignment, ICT teaching, field work etc.

Course outcomes: on successful completion of the course, the students will be able to

a) Understand the basic concepts of principles of management.
b) Understand the different activities performed by middle level and lower level managers in the organization.
c) Plan, prepare and execute the right decisions.

Unit1: Introduction to Management Theory and Evolution of Management Thoughts 16hours

Definition of management-nature and purpose, functions of management, essential qualities of successful managers, roles and responsibilities of manager.

Evolution of management thoughts- Approaches to management(schools of management thoughts)-classical theory-Scientific Management approach, administrative management approach, bureaucratic organizational approach – Neo Classical or human relations approach – Behavioural Science approach, Quantitative or Management Science approach, Decision Theory approach, Empirical Approach-Systems approach, Contingency approach-Operational approach (meaning only).

Scientific Management-principles and techniques-Henry Fayol's principles of management.

Unit 2: Planning and Organising **12hours**

Planning – meaning and nature. Types of plans, steps in planning process, merits and demerits of planning-overcoming planning limitations. MBO (meaning only).

Meaning of organisational structure, various forms of organisation structure – line, line and staff, functional organisational structure. Departmentation – centralisation and decentralisation (meaning). Delegation of authority - meaning, problems and overcoming the problems of delegation of authority.

Unit 3: Coordination and Decision Making **6 Hours**

Coordination-meaning, principles and importance of coordination.

Decision making- meaning and process of decision making. Types of decisions.

Unit 4: Staffing and Directing **14 Hours**

Staffing- meaning, functions – recruitment, selection, training and development, performance evaluation (meaning). Directing – meaning and features; Communication-meaning; Motivation-meaning, types and importance; Leadership-meaning – leadership styles – autocratic, participative/democratic and free rein/laissez faire.

Unit 5: Controlling and Trends in management **8 Hours**

Controlling- meaning-process-requirements for effective control-controlling techniques. Trends in Management - TQM, Kaizen concept, Quality circles, Bench-Marking (meaning only) Business process outsourcing (BPO), SWOC analysis- ISI and ISO.

Skill developmental activities/Practical

a) Considering any organization students should prepare organisational structure of the business
b) Students should collect photograph and Bio data of any 3 forerunners of management thought
c) Students should visit any manufacturing organisation and identify the control mechanism followed
d) Students should visit any organisation and collect the information on various motivational practices followed.

e) Choose a Business personality and apply suitable leadership style.

f) Any other activities which are relevant to the course

Books for Reference:

- Management – A Global Perspective by Heinz Weithrich & Harnald Koontz, Mc Grow Hill International Publications.
- Management – Task, Responsibilities, Practices – Peter F Drucker, Prentice Hall Publications.
- Management Theory and Practice by Ernest Dale Mc Grow Hill International Publications.
- Principles and Practice of Management – T. N Chabra, Himalayan Publications.
- Management Theory and Practice – Thripati, Vikas Publications.

I SEMESTER

Bachelor of Arts (Human Resource Development)

Business Environment

Course code: BA (HRD) 1.2

Total number of hours: 56

Objectives:

- To enable students to understand and evaluate the economic, social, Political, legal, Natural and Technological environments of business.
- To enable students to understand the importance and effect of CSR and ethics in business

Pedagogy: Lecture, Group discussion, Case Analysis, Field Work, ICT teaching etc.

Outcomes:

- Students will be able to understand the impact of environment on business
- Students will demonstrate sensitivity towards ethical and moral issues and have ability to address them in the course of business.

Unit 1: **Environment of Business** **12 Hours**

Business – Meaning, scope and objectives of Business.
Business Environment – Meaning, types – internal, external, micro and macro environment.
Environmental analysis – meaning, process and limitations.

Unit 2: **Economic Environment** **12 Hours**

Nature of Economic Environment. Economic factors- Growth strategy, Basic economic system, Economic planning, Economic policies- new industrial policy, FEMA, Monetary and fiscal policies. Consumer Protection Act.
Meaning of Liberalization, Privatization , Globalization and MNCs - Merits and demerits.

Unit 3: **Socio-Cultural Environment** **12 Hours**

Nature and impact of culture on business, Components of culture, Social responsibilities of business- for and against, Business ethics- principles, factors causing ethical and unethical conduct of business, Social audit – meaning.

Unit 4: **Political and Legal Environment** **08 Hours**

Political environment - Meaning, Political factors affecting business.
Legal environment – meaning, rationale and extent of state intervention. Patents and Rights – merits and demerits.

Unit 5: **Natural and Technological Environment** **12 Hours**

Features and Impact of technology. Innovation, technological leadership and followership, sources of technological dynamics, impact of technology on business, transfer of technology, technological lag – consequences, Status of technology in India; Management of technology.

Practical/Skill development activities

- Visit to an organisation and list the CSR activities practiced by the organisation
- Discussion on relevance of ethical practice vs Profitability
- Case analysis on impact of political support/interference to organizations/industry

Recommended Books:

1. Rangarajan, C.A.; Perspective in Economics, S.Chand & Sons, New Delhi
2. Cherunilam, Francis; Business Environment - Text and Cases, Himalaya Publishing House.
3. Aswathappa, K.; Essentials of Business Environment, Himalaya Publishing House, New Delhi.
4. Dr. V C Sinha, Dr. Rithika Sinha; Business Environment, SBPD Publication house, 2021

Online Resources :

- **https://www.yourarticlelibrary.com/business-environment/5-major-components-of-business-environment-business-studies/8638**
- **https://www.economicsdiscussion.net/business-environment/business-environment/32496**
- **https://www.vedantu.com/commerce/business-environment**
- **https://byjus.com/commerce/business-environment/**

I SEMESTER

Bachelor of Arts (Human Resource Development)

Personal Development and Interpersonal Skills

Course code: BA (HRD) 1.3

Total number of hours: 56

Objectives:

1. To foster the growth of the students that would lead to personal effectiveness
2. To recognize the importance of interpersonal skills
3. To understand the behavior need to be adopted while interacting with different categories of people.

Pedagogy: Classroom Lecture, Group Discussion, seminar, field work, ICT teaching etc.

Course outcome: on the completion of the course students will be able to

1. Plan for personal development
2. Develop interpersonal skill
3. Focus on self-management helping in overall development of the personality

Unit-1 Introduction to Personal Development and Interpersonal skills 10 hours

Personal development-meaning, importance, steps to manage personal development. Interpersonal Skills - meaning, importance.

Unit 2 Self-esteem, Values and Emotions 10 hours

Self esteem- meaning, types of self esteem,

Developing self-esteem – ways to develop self-esteem. Values- meaning, importance, types. Emotions- meaning, self-regulation of emotions – methods.

Unit 3 Self-management 12 hours

Meaning, importance of Self-Management, Stress Management –meaning, causes for stress, ways to manage stress. Time Management- meaning, Efficient Work habits. Self-Improvement– meaning, steps, strategies- mentoring, coaching, counseling.
Self-Motivation-meaning, need, elements and sources of self-motivation.

Unit 4 Communication and conflict resolution 12 hours

Communication– meaning, process, importance, Types – formal – written, oral, upward, downward, horizontal; informal communication – grapevine and consensus – merits and demerits; barriers to effective communication.

Conflict resolution – Conflict – Meaning, types- simple, ego, false, values and beliefs, Phases of conflicts - taking sides, keeping scores, showdown, adjustments- handling conflict adjustments- negative and positive conflict adjustment. Steps to conflict resolution.

Unit 5 Stakeholder Management 12 hours

Stakeholder – Meaning and types. Internal stakeholder - Working with others- value added qualities- cheerfulness, sense of humors, tactfulness, empathy and sympathy, willingness to participate, negative traits to avoid. Getting along with superiors-understanding the superiors, communicating with superiors, meeting superior expectations. External stakeholder – clients, customers and others – customer expectations, customer communications.

Skill Development Activities/Practical:

- Plan the career goal and career path
- List the values in their life and its relevance to their life
- Interview the sales person to understand the challenges faced while dealing with clients and customers.

Reference:

1. Personality development, Harold R Wallace &L Ann Masters. Cengage Learning India (P) Ltd. New Delhi-2009
2. Personality Development & Career Management- R. M Omkar, S. Chand Company Ltd., New Delhi 2009
3. Essentials of business communication- Rajendra Pal & j. S Korlahalli, Sulthan Chand & Sons, New Delhi 2005

4. Basic Managerial Skills for all – 6th Edition, E.H.McGrant, S.J.Prentuce

Website link

https://www.civilserviceindia.com/subject/General-Studies/notes/human-values.html

https://www.skillsyouneed.com/ps/self-motivation.html

https://harappa.education/harappa-diaries/self-motivation-meaning-examples-and-importance/

https://www.skillsyouneed.com/ps/personal-development.html

https://in.indeed.com/career-advice/career-development/self-managemen

https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/

https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-list-tips/0

https://www.webmd.com/balance/guide/tips-to-control-stress

I SEMESTER

Bachelor of Arts (Human Resource Development)

HUMAN RESOURCE SKILLS

Course code: BA (HRD) 1.5

Total number of hours: 42

Objectives: To familiarize the students about the human resource skills

Pedagogy: Classrooms Lecture, Group Discussion, Role Play, Case Studies, Seminar and Field work, ICT teaching Etc.

Course Outcomes: On successful completion of the course, the students will be able to

a. Develop individual and interpersonal skills.

b. Acquire necessary skill set for application of various HR issues.

c. Integrate the knowledge of HR Skills to make correct business decisions.

Unit-1 **09 Hours**

Human resource skills - Meaning, importance and means to improve HR skills.

Time Management- Meaning, principles of time management, developing personal Sense of time, identifying goals, daily planning, making the best use of the best time, making use of committed time. Calendar management- meaning.

Unit -2 **09 Hours**

Team building: Meaning, types of teams, team building process, factors influencing the effective team.

Creativity : meaning, importance. Process, Components of creativity, characteristics of Creative person- Brainstorming

Unit -3 **09Hours**

Stress Management - Meaning and Causes for stress, Eustress, Distress, and Stress management techniques.

Counselling- Meaning significance and principles of counselling, counselling process, employee counselling- functions.

Unit -4 **9 hours**

Communication-Meaning, Process, Importance, barriers, measures to overcome. Types of communication – Formal - written -oral, upward downward horizontal; Informal communication- Grapevine and consensus with Merits and demerits. Role of communication in HR

Conflict Management: Definition, Conflict Management Skills, Types - Communication, Emotional Intelligence, Empathy, Problem Solving skills. Case Study.

Unit- 5 **6 hours**

HR Etiquettes - Meaning, importance of etiquettes, types of etiquettes – workplace etiquette, communication etiquette, meeting etiquette, social etiquette.

Practical / Skill development

- Various practical team building activities.
- Preparing model calendar events for the organisation.
- Case studies on conflict issues in organisation.
- Brainstorming and group discussion

References

- Personality development- Dr. T. Bharath
- Time management and personal development- john Adair
- Basic Managerial Skills for all- 6t Edition, E.H.McGrath, S.J., Prentice:
- Essentials of Business Communication- Rajendra Pal & J.S.Korlahalli, Sulthan Chand & Sons, New Delhi.2005
- Time Management- Michal Robert; Harward Business Press; 2005
- Human resource management K.Ashwathappa, TATAMcGrawHill, New Delhi-2008
- https://career.fsu.edu/sites/g/files/imported/storage/original/application/f155c3e0bc96670881e88a61cf1d151d.pdf
- https://www.bookafy.com/calendar-management-skills/

- https://www.thebalancecareers.com/conflict-management-skills-2059687#types-of-conflict-management-skills

- https://empxtrack.com/blog/workplace-communication/

II SEMESTER

Bachelor of Arts (Human Resource Development)

Human Resource Management

Course code: BA (HRD) 2.1

Total number of hours: 56

OBJECTIVES

- To provide an introductory overview of human resource management
- To well acquaint with human resource management tends to create high performance work system.
- To acquire knowledge on HR training methods.

Pedagogy: Classrooms lecture, case analysis, group discussions, assignment, ICT teaching, field work etc.

COURSE OUT COME

- Develop necessary skill set for application of various HR practices.
- Equip with the knowledge on modern HR techniques**.**
- Acquire knowledge on modern trends in HRM

Unit I Human Resource Management and Human Resource Planning 12hrs

HRM - meaning, Evolution, Objectives, Significance and functions - Role of HR manager in the organization. HRP- Meaning, definition, importance, Factors affecting, Barriers, Requisites for successful HRP.

Unit II Acquiring and Training Human Resources 14hrs

Job analysis - Meaning, process; Job description, Job specification; Job designing – Techniques – job rotation, job enlargement, job enrichment, job simplification (meaning only).

Recruitment – Meaning and sources – internal and external. Selection – Meaning and process. Placement – meaning and need. Training – Meaning, Traditional and Modern methods.

Unit III Performance Appraisal and Employee Mobility 12hrs

Performance appraisal - Meaning, objectives and Methods. Performance Management – meaning. Employee mobility – Meaning. Promotion – Definition, Purpose and Basis. Transfer – Meaning, reasons and types. Demotion – meaning. Employee separation – meaning and types.

Unit IV Human Resource Information System and Human Resource Audit 12hrs

HRIS – Meaning, objectives, stages in development. HR Analytics – meaning, HR Clouding – meaning. HR Audit – Meaning, objectives and areas.

Unit V Recent Trends in HRM 06hrs

Personnel Research and outsourcing. LMS – Gig Economy – Remote learning – Virtual team building – Up skilling – Digital tracking – On boarding and off boarding.

Skill developmental activities/Practical

- Simulation exercise and role play on Human resource planning.
- Interview HR managers and develop in depth knowledge on practical applications of HR concepts.
- Visit to a company and identify the training methods adopted in various functional areas

References

- Human resource management K. Aswathappa, TATA McGraw Hill, New Delhi – 2008
- Human resource management Deepak Kumar Bhattacharya, Excel Books, New Delhi-2006
- Essentials of HRM P. Subba Rao, Himalaya Publishing House, Mumbai -2007
- Human resource management-C.B Guptha, Sulthan Chand &Sons, New Delhi-2009
- Human resource management-S.S.Khanka, S.Chand&Co., New Delhi, 2009
- Human Resource Management – Raymond A. Noe, John R. Hollenbeck and Patrick M. Wright

WEBSITES

- https://managementation.com/8-processes-of-human-resource-planning/
- http://www.whatishumanresource.com/human-resource-management
- https://en.wikipedia.org/wiki/Human_resource_management

II SEMESTER

Bachelor of Arts (Human Resource Development)

Professional Skill Development

Course code: BA (HRD) 2.2

Total number of hours: 56

Objective:

- To understand the qualities required to be a good professional.
- To develop skills for efficient performance.
- To understand the quality and attribute to build high performance team.

Pedagogy: Lecture, Group discussion, Role Play, Field Work, ICT teaching etc.

Course outcome:

- Students will develop the skills to deal with the various situations.
- Apply negotiation skills to be effective in work place.

Unit – 1: Human Resource Skills & Human Relations 12hours

HR Skills - Meaning, importance, means to improve HR Skills. Human relations – meaning, types, factors influencing, guidelines to achieve human relations.

Unit –2: Time management 10hour

Time management - Meaning, importance, steps - goal setting, scheduling time, delegation – guidelines to effective delegation, implement and follow-up. Barriers – time stealers, goal ambiguity, unclear direction, pointless meeting.

Unit –3: Work life Balance
10hours

Work life balance – Meaning and perspective. Causes and consequences of work-life imbalance. Measures to manage work-life balance. New approaches to Work life balance.

Unit -4: Problem Solving & Negotiation Skills
12hours

Problem Solving - Meaning, process. Techniques of analysing problems – why-why diagram, fish bone diagram.

Negotiation skills – meaning, styles, outcomes, phases of negotiation, techniques and skills for effective negotiation.

Unit – 5: Team Building and Communication skill **12hours**

Team Building - Meaning, importance, process, types of teams, techniques for developing teams. Communication – Meaning, importance of team communication skill, effective communication in building high performance teams.

Skill developmental activities/Practical

- Study of Life history of Eminent Personalities – Dr. A.P.J. Abdul Kalam, Dr. Sudha Murthy, Dr. Veerendra Heggade, Kiran Bedi etc.
- Case study on problem solving
- Team building activities

Book for reference:

1. Personal development for Life and work; Masters and Wallace; 10th edition

2. Work life Balance a new Approach – Dr. S Swarnalatha & Mrs S Rajalakshmi.

3. Time Management – Michal Robert; Harward Business Press; 2005

4. Twelve Management Skills for success; Ram Narain; Viva Books Pvt Ltd.

5. Human Resource Management – V.S.P. Rao, Excel Books, 2011.

E- Website:

https://resources.workable.com/stories-and-insights/most-important-hr-skills

https://lucemiconsulting.co.uk/benefits-of-time-management

https://smallbusiness.chron.com/importance-team-communication-skills-3079.html

https://www.managementstudyguide.com/importance-of-effective-communication-in-building-high-performance-teams.htm

II SEMESTER

Bachelor of Arts (Human Resource Development)

Business Economics

Course code: BA (HRD) 2.3

Total number of hours: 56

Objectives:

- Training Students in basic economic theory, management and techniques of economic Analysis.
- Enabling students to analyze economic issues and find solutions to complex economic and Business problems and take correct economic judgment.
- Keeping tact with the latest development in the dynamic field of economic science.

Pedagogy:

The Department of Economics shall be using a combination of various teaching methods such as cases, projects, computer aided instructions, group discussions, lectures, seminars, presentations by participants and lectures by guest speakers from industry and government. The case method shall be the predominant pedagogical tool. This would sharpen the analytical skills of participants and helps analyze problems from multi- functional perspectives. Instructors would primarily guide the group, push participants to develop and defend arguments and take decisions.

Outcome:

- Would be able to find a rewarding job in the organized job market of both in private and Public sector.
- Would be able to start his/her own business like setting up his/her own concerns or taking-up consultancy services.
- Would be better equipped in policy formulation and economic administration.
- Would have orientation towards achieving excellence, maintaining high ethical standards and a capacity to work effectively and efficiently, both individually and in-groups.

Unit-1: Introduction **06 Hours**

Economics – Nature, Scope and importance. Business Economics – Meaning, scope and Significance. Types of Economies: Market, Socialistic and Mixed Economies.

Unit-2: Consumption and Demand **12 Hours**

Cardinal Utility Approach – Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility; Indifference Curve Approach- Indifference Curves, Properties of Indifference Curves.

Demand Function - Meaning, Law of Demand – Determinants of Demand – Types and measurement of elasticity of demand (Price, income, cross and promotional) –Determinants of price elasticity of demand and Significance. Demand Forecasting – Meaning, Purpose and methods (steps).

Unit-3: Supply and Production **14 Hours**

Supply- Meaning, Supply Schedule-Law of Supply-Determinants of Supply- Elasticity of Supply and Types.

Production function - Law of Variable Proportions. Economies and diseconomies of Scale – Types of Cost - Cost-Output Relationship in the Short Run and Long Run. Break-even analysis. Cost Control and Cost Reduction.

Unit-4: Market Analysis **14 Hours**

Revenue Concept: Total Revenue, Average Revenue and Marginal Revenue - Meaning. Perfect competition Features. Monopoly-Features, Sources of monopoly power. Monopolistic competition - Features. Product differentiation and role of sales promotion. Oligopoly-Features-Kinky Demand Curve-Price Rigidity and Price Leadership. (Topics to be taught using case studies from real life examples)

Unit–5: Capital Budgeting and Business Cycles **10 Hours**

Capital Budgeting- Meaning, Objectives and Features. Business Cycles- Definition, Characteristics, Phases, Control of Business Cycles.

Skill Development Activities/Practicals

- Data analysis with respect to markets.
- Cases on matching the Demand and Supply
- Conduct and Interpret Economic Analysis

Reference Books

- Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000).
- Hirchey .M., Managerial Economics, Thomson South western (2003)
- R.L. Varsney, &. K.L Maheswari, 1997, *Managerial Economics*, Sultan Chund& Sons., New Delhi.
- Jones, Trefor (2004): Business Economics and Managerial Decision Making UM John Wiley and Sons.
- Damodaran, Suma,(2006:. Managerial Economics, U.K. Oxford University Press.
- D.N. Dwivedi, 2000, *Managerial Economics*, Vikas Publishing House Pvt. Ltd., New Delhi
- Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)

WEBSITES

https://www.investopedia.com › Economy › Economics

- https://www.springer.com › journal

https://www.amazon.in › Business-Economics-N-Mankiw

II SEMESTER

Bachelor of Arts (Human Resource Development)

Training and Development

Course code: BA (HRD) 2.5

Total number of hours: 42

Objectives:

- To familiarize the students with knowledge and understanding of the various concepts of Training and development.
- To understand various training and development tools and techniques.
- To familiarize with evaluation design to asses training program effectiveness.

Pedagogy: Classrooms lecture, case analysis, group discussions, assignment, ICT teaching, field work etc**.**

Course Outcomes:

- Understand the importance of training and development in human resources management.
- Analyze the training needs of an organization.
- Evaluate the value of the training.

Unit-I Introduction 08Hrs

Training - Meaning, objectives, importance, principles, process and types.

Development- Meaning, characteristics and objectives. Difference between Training and Development.

Unit II Learning 04Hrs

Learning – Meaning, Principles and Factors influencing Learning.

Unit-III Training Need Assessment **12 Hrs**

Identification of Job Competencies. Training Need Assessment – Meaning, Methods, Process and Criteria for Identifying Training Needs - Person Analysis, Task Analysis and Organization Analysis.

UNIT IV Training climate and Pedagogy **12 Hrs**

Trainer Identification, developing training modules, training calendar, methods and techniques of training - on the job training, off the job training.

Modern Methods: Self-directed teams, Distance learning, E Learning and use of technology, Mobile and on-demand training, Gamification, (meaning only).

Trainer as a Change Agent. Counselling and Mentoring – Meaning, Importance and differences.

Use of training Aids- Audio- Visual Aids, Computer based instructions

Unit V Training Evaluation **06 Hrs**

Training Evaluation- meaning, types, principles and process. Training effectiveness – Pre and post-test.

Skill Development Activities/Practical

- Observation and analysis of Training and Development practices followed by any organization.
- Case study – develop a training module for a given situation.
- Identify **challenges in Training and Development**: Training in various sectors including Banking, BPO, IT, Training Issues resulting from External and Internal Environment.

Books for Reference:-

1. Training and Development – Tapomoy Deb, Ane Books
2. Training and Development – G Pandu Naik , Excel
3. Training And Development- S.K. Bhatia
4. Human Resource Management – Aswathappa , McGraw Hill Education
5. Personnel management - C.B.Mamoria.,Himalaya Publishing House
6. Human Resources management - Subba Rao Himalaya Publishing House
7. Employee Training & Development- Noe, R.A. (2008). McGraw-Hill