SUBJECT COMMITTEE:-

1. Prof. G. Mulini Darshini  
   Coordinator  
   Andhra University

2. Prof. V. Shekhar,  
   Osmania University

3. Prof. T. Subba Rayudu  
   Andhra University

4. Prof. N.S.R. Krishna Murthy (Retd.,)  
   Andhra University

5. Prof. B.L. Narayana (Retd.,)  
   Andhra University

6. Prof. B. Mohan  
   Sri Venkateswara University

7. Prof. Srinivasa Reddy (HRM)  
   Kakatiya University

8. Prof. N. Vijaratnam  
   Acharya Nagarjun University.

9. Prof. Ch. Ramaprasada Rao  
   Sri Krishnadevaraya University.

10. Dr. A. Vijaya Kumar  
    Pingle Govt. Degree College (W),  
    Warangal, Warangal Dist.,

11. K.V. Krishna Kumar  
    D.A.R. College,  
    Nuziveedu, Krishna District.
## B.A. Course (Structure)

### First year

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Hrs. Per Week</th>
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<tbody>
<tr>
<td>1.</td>
<td>English language including communication skills</td>
<td>6</td>
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<tr>
<td>2.</td>
<td>Second Language</td>
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<tr>
<td>3.</td>
<td>Core1-I</td>
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<tr>
<td>4.</td>
<td>Core2-I</td>
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<tr>
<td>5.</td>
<td>Core3-I</td>
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<tr>
<td>6.</td>
<td>Foundation Course</td>
<td>3</td>
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<tr>
<td>7.</td>
<td>Computer Skills</td>
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Total: **33**

### Second Year:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
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<tbody>
<tr>
<td>1.</td>
<td>English language including communication skills</td>
<td>6</td>
</tr>
<tr>
<td>2.</td>
<td>Second Language</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>Core1-I</td>
<td>6</td>
</tr>
<tr>
<td>4.</td>
<td>Core2-I</td>
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</tr>
<tr>
<td>5.</td>
<td>Core3-I</td>
<td>6</td>
</tr>
<tr>
<td>6.</td>
<td>Foundation Course</td>
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<tr>
<td>7.</td>
<td>Computer Skills</td>
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</table>

Total: **34**

### Third Year

<table>
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<tr>
<th>S.No.</th>
<th>Subject</th>
<th>Hrs. Per Week</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Core1-III</td>
<td>5</td>
</tr>
<tr>
<td>2.</td>
<td>Core1-IV</td>
<td>5</td>
</tr>
<tr>
<td>3.</td>
<td>Core2-III</td>
<td>5</td>
</tr>
<tr>
<td>4.</td>
<td>Core2-IV</td>
<td>5</td>
</tr>
<tr>
<td>5.</td>
<td>Core3-III</td>
<td>5</td>
</tr>
<tr>
<td>6.</td>
<td>Core3-IV</td>
<td>5</td>
</tr>
<tr>
<td>7.</td>
<td>Foundation Course</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: **33**
REPORT OF THE COORDINATOR ON THE MODEL UG CURRICULUM IN HRM

The members of the UG Model Syllabus committee of the State Council on HRM Subject met twice (4th April & 12th April) at Andhra University. As per the direction of the State Council, as well on the observation of the HR scenario two basic considerations guided the deliberations and influenced the forming of the curriculum.

1. Inclusion of course that are relevant and appropriate to the changes in the environment.

2. Reviewed the existing courses offered with a view to integrate the pass outs (Bas) with global business and HR Education and as well to enhance employment opportunities.

Course Re-Structure:

The curriculum is revamped and the following new courses are introduced in addition to some of the existing courses.

1. General Management & Organizational Behavior (1st year)
2. Information Technology in Human Resource Management (3rd Year)
3. Labor Legislation & Rules in Andhra Pradesh (3rd year)
4. Viva Voce (Part of paper-IV)

Additional Optional:

To expand employment opportunities, the curriculum committee recommended to permit the students to offer one additional optional under paper-IV to be instructed in the II and III year program and examination be offered at the end of III Year.

Project Work & Viva-Voce:

Field Work, internship and viva-voce examinations are introduced in the programme to enable the students exposure to the business knowledge and help absorb HRM – business nexus. The Industry study reports will build student’s documentation skills.

Orientation & Professionalization of Teachers:

The members resolved to recommend to the State Council to organize a 3 day Workshop to familiarize the teachers with new methodologies of teaching, state of art technologies of the industry, business and HR to enable them see the teaching of the HRM subject in the new business perspective.
BHRM & MHRM 5 YEAR PROGRAMME:
The industry expressed the need for competent HRM personnel to run shopfloor, small and medium enterprises, service industry, establishments and factories etc. Therefore the committee resolved to recommended to offer a 4 year BHRM (Honours) and 5 year MHRM Programme. The existing B.A. Programme may be re-titled as BHRM. (as given below).

Mr. Pushp Kumar Joshi, GM HR HPCL, Mumbai, offered to prepare a model 5-Year MHRM curriculum to be discussed in a meeting of University/State Council. The committee welcomed the proposal and resolved to recommend to conduct a 3 day workshop on the 5 year MHRM curriculum an requested Prof.G.M. Darshan to (Coordinate an directed) prepare a proposal and submit to the State Council. Prof. Srinivasa Reddy is also requested to associate as Joint Director.

The members of the committee resolved to admit candidates for BHRM degree if they have successfully fulfill the requirements for ht award of degree and have offered the following combinations*.

1. Human Resource Management, Psychology, Economics
3. Human Resource Management, Psychology, Computer Science
5. Human Resource Management, Psychology, Sociology

* This will begin-force till full-fledged BHRM passouts are available in the market.

Recognition & Employment Promotion:
The meeting resolved to initiate steps for employment promotion of the HRM Pass outs and recommend to Council to entrust coordination work to obtain recognition for the curriculum from Industrial and other organizations.

Materials, Manuals & Books:
The meeting resolved to recommend to prepare special and focused text books or make adoption of the existing works suitable to the model Curriculum. The 3 year optional on labour legislation & rules in AP need immediate attention. All the other works may be assigned subsequently.

The meeting further resolved to recommend to the Council to initiate steps to prepare subject materials & manuals in the following areas:
1. HRM
2. Labour Legislation
3. Industrial Relations

The Committee resolved do thank and congratulate the State Council Chairman Prof.K.C. Reddy, Prof.U. Tataji & Prof. Jayaprakash Rao for carrying out this unprecedented task of Curriculum re-organization.
B.A. Human Resources Management  
(subject of the 3-year BA Course)  

Course Structure, Instruction and Scheme of Examination

I YEAR: Paper I

i. Theory: General Management & Organizational Behavior.  

II YEAR: Paper-II

i. Theory : Human Resource Management  
ii. Project : Field Work (Observation visits to Government offices, Factories & Establishments)

III YEAR Paper-III

i. Theory: Industrial Relations & Industrial Law  
ii. Project: Internship report (in factories & Establishments)

Paper-IV

i. Theory: One of the following optional papers:

   1. Employee Welfare, Social Security & Legislation  
   2. Information Technology in Human Resource management  
   3. Labour Legislation.

ii. Viva-Voce

Additional Study

The students may offer additional optional in paper-IV. The instruction may be commenced in II year and continue in the III year programme. The student shall offer examination at the end of the III year.

Project Study:

Project instruction will be offered in each year of study. Separate instructions are appended at the end of the syllabi of all papers.
**Course Structure, Scheme of instruction and examination:**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PAPER</th>
<th>Maximum marks (Pass)</th>
<th>Minimum pass marks</th>
<th>Hours of Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Paper-I</td>
<td>100</td>
<td>40</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>i. Theory: General Management &amp; Organizational Behavior</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ii. Project: Survey of Labour problems &amp; Counseling</td>
<td>30</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>Paper-II</td>
<td>100</td>
<td>40</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>I. Theory: Human Resource Management</td>
<td>70</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ii. Project: Field Work (Observation visits to Government offices, Factories &amp; Establishments)</td>
<td>30</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>Paper-III</td>
<td>100</td>
<td>40</td>
<td>6</td>
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<td>I. Theory: Industrial Relations &amp; Industrial Law</td>
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<tr>
<td></td>
<td>ii. Project: Internship report (in Factories &amp; Establishments)</td>
<td>30</td>
<td>15</td>
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</tr>
<tr>
<td>IV</td>
<td>Paper-IV</td>
<td>100</td>
<td>40</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>i. Theory: Optionals*</td>
<td>70</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>ii. Viva Voce</td>
<td>30</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

- One of the following optional papers:
  1. Employee Welfare, Social Security & Legislation
  2. Information Technology in Human Resource Management
  3. Labour Legislation & Rules in Andhra Pradesh
Paper-I
GENERAL MANAGEMENT & ORGANISATIONAL BEHAVIOUR


The process of management:
Planning – Management by Objectives (MBO), Decision Making – steps in decision making. Strategic planning.
Organizing, nature, Enterpreneuring and Reengineering – Organization structure – Empowerment and Decentralization.
Direction: Motivation, Communication and leadership, Control mechanism
Organizational climate, Culture and Managing Change through Manger and Organization Development.
Change and its effect, managing Change, Stress and Counseling – Organizational Behavior across Cultures.

Suggested Readings:


11.Knowledge Management – Definition – Purpose and Significance – Role of HR in knowledge Management.


BOOKS:

Lakshminarayana, Management of Public Sector Enterprises in India, S.Chand & Co (chapter on recruitment)


Gerard.V. McMahon, Recruitment and selection, Printice Hall of India, 2007 (International context)
III Year
Paper-III (Compulsory)
Industrial Relations and Industrial Law

1. Concept of industrial relations, Dunlop’s model of industrial relations. – Evolution of industrial relations in India.


3. Industrial conflicts causes, manifestations and effects.

4. Employers and Employees associations and Industrial Relations:
   a) Trade Unionism – Concept, profile, functioning, problems and measures to improve functioning of trade unions. – the Trade Unions Act 1926 (Sections on objectives, registration and functioning of unions) – recognition of bargaining agent.
   b) Managerial and Employers Associations in India – Role in Industrial relations.
   c) Workers participation in management, Works Committee (ID Act), other schemes for participation.

5. a) Prevention and settlement of disputes – Study of relevant sections of Industrial Disputes Act 1947
   b) Collective bargaining – Conciliation process, role an obligations of unions, management and government, Levels of CB Settlements, National joint consultation models in steel, banking, ports and docks.
   c) Arbitration and adjudication.


Books:
Sarma AM: Industrial Relations., Himalaya Publication
Sinha, PRN. Et al.: Industrial Relations, Trade Unions and Legislation, Pearson Education
Padhi PK: Labour and Industrial laws, Prentice Hall of India
(Teachers are advised to utilize solution manuals and Cds provided by the publisher of Books in 2 & 3 while instructing the course)
Kavita Singh., Counseling for Managers., Prentice Hall of India, New Delhi.
III YEAR
PAPER-IV
(Note: 1. Students must offer one of the following optional)
2. Universities are suggested to encourage the candidates to offer more than one optional adjusting the II & III year programmes)

OPTIONAL-I
Electives Subject: Employee Welfare, Social Security and Legislation

Part-A

Labour Welfare: Concept, Scope, aims and objectives, Necessity, Principles and Philosophy of labour welfare.


Labour Welfare Programmes: Statutory and non-statutory, extra mural and intra mural; canteen crèches, housing, washing, shelters, rest room and lunch rooms-Under factories act.

Welfare Officer: Role, status and function under Factories act 1948, Voluntary welfare measures; welfare work by employers, welfare work by workers organizations. labour welfare funds, central labour welfare funds, state labour welfare funds.

Industrial safety: Theoretical Perspectives, Trends of accidents, Causes of accidents and prevention, statutory safety provisions.

Industrial Health and Hygiene: Back ground of industrial Health, statutory provision .8 Occupational Health Services, Hygiene education, Occupational Hazards, Occupational Diseases, Industrial hygiene department, statutory Provisions.

Part-B

Social Security: Concept and scope; Social Assistance and social Insurance; Development of Social security in India; Social Security measures for Industrial Employees; Financing of Social Security schemes.

Schemes: Workmen’s compensation, Employee’s state insurance scheme, provident fund scheme, payment of gratuity.

Labour Administration; Evolution of Machinery for Labour Administration; Central labour.

Administrative Machinery in India; Labour Ministry; Labour Secretary: Chief Labour Commissioner, Director of factories., Director General of Employment and Training; Director General of factory Advice Service; provident Fund Organization; ESI Schemes; Central Board for Workers Education; Labour Administration in A.P.

Books:

B.A. H.R.M. III YEAR
OPTIONAL-II
INFORMATION TECHNOLOGY & HUMAN RESOURCE MANAGEMENT

Introduction to Computers


Management Information systems

Introduction to Management Information System, levels of Management Information System, Concept of system Analysis and design, MIS Design and Development, Components of MIS, Role and Importance of MIS, Management Control system, Application of MIS in Manufacturing and Service sector.

Human Resource Information Systems

Human Resource information systems: Introduction, Concept an Definition, Information needs in HRM, HRIS Models, Acquiring and Implementing HRIS, Decision support system in HR, Enterprise Resource Planning.

Introduction to > E-Commerce and its application
  ➢ Statistical packages

LAB (Computer practical)

Word Processing and Desktop Publishing:
  Entering text, Editing Text, Formatting Text and Documents, Working with Graphics, templates, Mail Merge and Macros in MS-Word, Desktop publishing and introduction to MS-Power point presentation of slides.

Spread Sheets:

Creating tof worksheet, organizing and designing the worksheet, Entering Labels and values Editing, Formatting labels and cells, cell formatting, Adding Charts, Printing Worksheet in MS. Excel.

Managing Data:

Creating tables, forms printing reports, relational database, linking, importing and exporting records protecting and maintaining database in MS-Access.

Books (Theory & Lab)
1. Dharminder Kumar and Sangeeta Gupta, Management Information System.
10. R. Parameswaran, Computer Applications in Business, S. Chand & Company, New Delhi, 2006

Suggested examination pattern: Theory-50 Marks, practical-20 marks.
OPTIONAL-III
LABOUR LEGISLATION & RULES IN ANDHRA PRADESH

I. Law relating to Factories and establishments in AP.

1. AP Factories Rules
2. A.P. Shops & Establishments Rules.
3. Contract labour (Regulation & Abolition) Act, 1970
4. Industrial Employment (Standing Orders Act) & Rules.

II. Trade unions & industrial Relations Acts in AP.

1. Trade Unions Act 1926
2. Industrial Disputes Act AP Rules, 1947

III. Wage Rules

1. Payment of Wage Rules.
2. Payment of Gratuity rules.
3. Payment of Bonus

IV. Social Security Law

1. Workmen’s Compensation Act Rules
2. Employee State Insurance Act Rules
3. Employee Provident Fund Act Rules
4. AP Welfare Fund Act & Rules
5. AP construction Workers Act & Rules (Building & Other)

Books:
G. Ramanuja Das: AP Labour Laws (ID & Factoreis Act Rules etc)
DVSR. Prabhakar Rao, Supreme Court on Industrial Employment.
P. Styanarayana, AP. Factories Act & Rules, Aaia Law House, Hyderabad.
VJ Rao, Shops & Establishments Act (14th ed), Asia Law House, Hyderabad.

FIELD WORK REGULATIONS
I YEAR Project

Survey of Labour Problems & Counseling

Students will have to study 5 labour problems and present an account on the problem and his counseling in a record. The record will be valued for 30 marks of which 15 marks are the paper minimum to pass the course.

Labour problems: Study of Chronic absenteeism, low productivity, indiscipline in the factory, Accident proneness and unsafe work behavior, alcoholism, gambling and their behavioral adjustment programmes. The student will counsel the person.

1. A visit to a factory where the student will have to study the problem will be conducted.
2. For each study and report of the student, an orientation on the problem be given, student will be assigned the study, a group discussion, draft report submission, individual supervisory conference and correction will be done. Then a final report will be accepted. Student periodic performance will be monitored and filed in the institution.
3. Each report shall be certified by the filed work supervisor or Teacher accompanying the students, teacher guide and head of Department before it is sent for the valuation.
4. If there is any unsatisfactory certificate from any one of the above persons, the student shall not be permitted to submitted the report for valuation. The student shall submit the report after making good the deficiency along with the next year batch.

II YEAR PROJECT

Field Work (Observation visits to Government Officers, Factories & Establishments: maximum Marks 30, Pass minimum 15)

1a. A minimum of 6 observation visits shall be conducted one in every 15 days.
1b. The study of 6 observation visits shall be deemed to be complete only when the other integral parts: orientation group discussion, report submission, an individual supervisory conference and final report submission on each of the visit is fulfilled.

2. Each report shall be certified by the filed work supervisor or Teacher accompanying the student, teacher guide the head of the Department before it is sent for the valuation.

3. If there is any unsatisfactory certificate from any one of the above Persons, the student shall not be permitted to submitted the report for Valuation. The student shall submit the report after making good the deficiency along with the next year batch.
III YEAR PROJECT & VIVA VOCE
I. Project: Internship & Report: In Factors & establishments
                  Marks 25, pass minimum 15

1a. Each student shall be placed for a minimum of 15 working day sin a factory, establishment to study the HRM practices and to familiarize with working conditions.

1b. The study shall be deemed to be complete only when the other integral parts: orientation group discussion report submission and individual supervisory conference and final, report submission on each of the visit is fulfilled.

2. Each report shall be certified by the filed work supervisor or Teacher accompanying the students, teacher guide and head of the Department before it is sent for the valuation.

3. If there is any unsatisfactory certificate from any one of the above persons, the student shall not be permitted to submitted the report for Valuation. The student shall submit the report after making good the deficiency along with the next year batch.

ii. Viva Voce: An external Cum internal viva-Voce examination will be conducted with an HR executive on the board. The maximum marks allotted is 25 and the pas mark is 10.