

**PROVIDENCE WOMEN'S COLLEGE**  
**(AUTONOMOUS)**

**KOZHIKODE, KERALA**



**Syllabus**

**Four Year Under Graduate Programme**

**BA HRM HONOURS**

**(Major, Minor and General foundation Courses)**

w.e.f. 2024-25 Admissions

**PROVIDENCE WOMEN'S COLLEGE  
(AUTONOMOUS), KOZHIKODE**

**BA Human Resource Management Honours  
PROGRAMME STRUCTURE AND SYLLABUS**

**2024 ADMISSION ONWARDS  
(PWCFYUGP Regulations 2024)**

**BOARD OF STUDIES IN HUMAN RESOURCE  
MANAGEMENT**

**PROVIDENCE WOMEN'S COLLEGE  
(AUTONOMOUS), KOZHIKODE, KERALA**

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# **PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS)**

## **BA Human Resource Management Honours Programme**

### **2024-25 ADMISSION ONWARDS**

#### **(PWCFYUGP Regulations 2024)**

#### **Preface**

BA (Human Resource Management) Honours Programme offers a broad and versatile curriculum encompassing various facets of Human Resource Management, including accounting, finance, regulations, marketing, management, entrepreneurship, and more. This versatility equips Human Resource Management graduates with a diverse skill set that is highly relevant across different industries and business sectors. BA (Human Resource Management) Honours graduates can explore diverse career avenues in fields such as banking, finance, accounting, taxation, consulting, marketing, human resources, international trade etc. The BA (Human Resource Management) Honours degree serves as a foundation for entry-level positions and provides a pathway for career advancement and specialization through further education or professional certifications. This Programme nurtures an entrepreneurial mindset and encourages students to explore innovative business ideas and solutions. Human Resource Management Graduates are equipped with the knowledge and skills needed to start and manage their own businesses, contribute to economic growth, and drive innovation in various industries. By embracing Outcome-Based Education (OBE) principles, the BA (Human Resource Management) Honours Programmes can elevate their educational efficacy, relevance, and impact, effectively preparing students for successful careers in the dynamic field of Human Resource Management.

#### **Features of BA (Human Resource Management) Honours Programme**

1. The BA (Human Resource Management) Honours Programme encompasses interdisciplinary subjects within Human Resource Management, integrating courses in Organisational Behavioural, Work Life Cycle, Industrial Relations, Labour Laws, Compensation Management, Performance Appraisal and more.
2. Each course in the four-year BA (Human Resource Management) Honours Programme is meticulously designed to facilitate experiential learning across various domains within Human Resource Management.
3. Flexibility is a key feature of the four-year BA (Human Resource Management) Honours Programme, allowing students to customize their curriculum by selecting minor and elective courses aligned with their career aspirations and personal interests.
4. Major courses in the Programme are carefully chosen to provide comprehensive theoretical knowledge and practical exposure essential for studying Human Resource Management as a separate discipline
5. The minor courses in Human Resource Management are tailored to address the unique requirements of undergraduate Human Resource Management students while also offering

students from other disciplines the opportunity to explore and incorporate Human Resource Management into their academic pursuits.

6. The skill enhancement courses within the Human Resource Management curriculum are designed to develop the practical skills of Human Resource Management students, ensuring their applicability in real-world scenario and enhancing their employability.

7. Practical exercises are incorporated into each course unit to complement textbook-based theoretical learning, ensuring students gain hands-on experience and practical skills

8. The BA (Human Resource Management) Honours Programme serves as a robust foundation for students pursuing further education at the postgraduate level, including MHRM., MBA (HR).

9. BA (Human Resource Management) Honours with research Programmes culminate in an honours project, allowing students to showcase their mastery of the subject matter and contribute original insights to the field of Human Resource Management.

### **PROGRAMME OUTCOMES (PO):**

POs	Graduate Attributes	PO Statement
PO1	Knowledge Acquisition	Demonstrate a profound understanding of knowledge trends and their impact on the chosen discipline of study
PO2	Communication, Collaboration, Inclusiveness, and Leadership	Become a team player who drives positive change through effective communication, collaborative acumen, transformative leadership, and a dedication to inclusivity
PO3	Professional Skills	Demonstrate professional skills to navigate diverse career paths with confidence and adaptability.
PO4	Digital Intelligence	Demonstrate proficiency in varied digital and technological tools to understand and interact with the digital world, thus effectively processing complex information
PO5	Scientific Awareness and Critical Thinking	Emerge as an innovative problem-solver and impactful mediator, applying scientific understanding and critical thinking to address challenges and advance sustainable solutions.
PO6	Human Values, Professional Ethics, and Societal and Environmental Responsibility	Become a responsible leader, characterized by an unwavering commitment to human values, ethical conduct, and a fervent dedication to the wellbeing of society and the environment.
PO7	Research, Innovation and Entrepreneurship	Emerge as a researcher and entrepreneurial leader, forging collaborative partnerships with industry, academia, and communities to contribute enduring solutions for local, regional, and global development

### **PROGRAMME SPECIFIC OUTCOMES (PSO)**

At the end of BA (Human Resource Management) Honours Programme at Providence Women's College (Autonomous), Kozhikode, a student would:

PSO1	Develop an understanding of human resource management theories, principles, and practices.
PSO2	Understand the dynamics of industrial relations, labor laws and ethics required for developing a proactive working environment.
PSO3	Use supportive and appropriate digital technologies in HR to effectively manage the human resources in organization and cope with changing dynamics in the world of business
PSO4	Shows research attitude to solve real world problems related to HRM in accordance with the needs of the industry, in a stipulated time frame.
PSO5	Enhance strong interpersonal cognitive and leadership skills required for a people manager to develop a constructive work culture.
PSO6	Demonstrate the necessary critical thinking and conflict management skills to present and communicate innovative solutions and maintain a harmony in the society.

## 1. SHORT TITLE AND COMMENCEMENT

1.1 These regulations shall be known as the "Providence Women's College (Autonomous) BA (Human Resource Management) Honours Programme Regulations, 2024."

1.2 They shall come into effect for admissions commencing from the academic year 2024-25

## 2. SCOPE AND APPLICATION

2.1 These regulations apply to BA (Human Resource Management) Honours Programme at "Providence Women's College (Autonomous)", Kozhikode affiliated to the University of Calicut.

2.2. All courses, including major, minor, vocational minor, multidisciplinary, skill enhancement, and value-added courses (only for double major programme) offered within the Human Resource Management discipline, will be instructed by faculty members specializing in Human Resource Management.

## 3. ELIGIBILITY FOR ADMISSION

Candidates who have passed the Plus Two of the Higher Secondary Board of Kerala or Pre-Degree of Calicut University or any other University or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45% marks in aggregate, are eligible for admission. However, SC/ST, OBC, and other eligible communities shall be given relaxation as per college rules.

## 4. DURATION AND BROAD PATHWAYS OF BA (Human Resource Management) HONOURS PROGRAMME

4.1 The duration of the 3-year BA (Human Resource Management) Honours Degree Programme shall be six semesters distributed over three years, the 4-year BA (Human Resource Management) Honours Degree (Honours) Programme shall be eight semesters distributed over four years, and the 4-year BA (Human Resource Management) Honours Degree (Honours with Research) shall also be eight semesters distributed over four years.

4.2 Odd semesters (1, 3, 5, 7) shall run from June to October, while even semesters (2, 4, 6, 8) shall run from November to March.

4.3 There shall be three broad pathways: (a) 3-year BA (Human Resource Management) Honours Degree, (b) 4-year BA (Human Resource Management) Honours Degree (Honours), and (c) 4-year BA (Human Resource Management) Honours Degree (Honours with Research).

4.3.1 Students who choose to exit after 3 years shall be awarded a BA (Human Resource Management) Honours Degree after successfully completing the required minimum of courses totalling 133 credits.

4.3.2 A four-year BA (Human Resource Management) Honours Degree shall be awarded to those who complete a specific number of courses totalling 177 credits, including 8 credits from an optional graduate project/dissertation in the Human Resource Management discipline. Honours students who have not undertaken their graduate project shall complete two additional courses in the Human Resource Management discipline, each comprising four credits.

4.3.3 Students aspiring to pursue research as a career may opt for the Honours with Research stream in the fourth year. A four-year BA (Human Resource Management) Honours Degree (Honours with Research) in Human Resource Management shall be awarded to those who complete a specific number of courses totalling 177 credits, including 12 credits from a mandatory graduate research project/dissertation in the Human Resource Management discipline.

## **5. PROGRAMME STRUCTURE**

The BA (Human Resource Management) Honours Programme shall consist of the following categories of courses:

a) General Foundation Courses

b) Discipline-Specific Pathway Courses and Capstone Components



**MINIMUM CREDIT REQUIREMENTS OF THE DIFFERENT PATHWAYS IN THE  
THREE-YEAR BA R BA (Human Resource Management) Honours PROGRAMME  
(PWCFYUGP)**

Sl. NO	Academic Pathway	Major	Minor/ Other Disciplines	Foundation Courses AEC: 4 MDC: 3 SEC: 3 VAC: 3	Intern -ship	Total Credits
		Each course has 4 credits		Each course has 3 credits		
1	Single Major (A)	68  (17 courses)	24  (6 courses)	39  (13 courses)	2	133
2	Major (A) with Multiple Disciplines (B, C)	68  (17 courses)	12 + 12  (3 + 3 = 6 courses)	39  (13 courses)	2	133
3	Major (A) with Minor (B)	68  (17 courses)	24  (6 courses)	39  (13 courses)	2	133
4	Major (A) with Vocational Minor (B)	68  (17 courses)	24  (6 courses)	39  (13 courses)	2	133
5	Double Major (A, B)	A: 48 (12 courses)  B: 44 (11 courses)	-  The 24 credits in the Minor stream are distributed between the two Majors.  2 MDC, 2 SEC, 2 VAC and the Internship should be in Major A. Total credits in Major A should be 48 + 20 = 68 (50% of 133)  1 MDC, 1 SEC and 1 VAC should be in Major B. Total credits in Major B should be 44 + 9 = 53 (40% of 133)	12 + 18 + 9	2	133

**BA (Human Resource Management) Honours PROGRAMME  
COURSE STRUCTURE FOR PATHWAYS 1 – 4**

**1. Single Major  
3. Major with Minor**

**2. Major with Multiple Disciplines  
4. Major with Vocational Minor**

Semester	Course Code	Course Title	Total Hours	Hours/ Week	Credits	Marks		
						Internal	External	Total
1	HRM1CJ101/ HRM1MN100	Core Course 1 in Major – Management Principles and Business Ethics	60	4	4	30	70	100
		Minor Course 1	60/75	4/5	4	30	70	100
		Minor Course 2	60/75	4/5	4	30	70	100
	ENG1FA 101 (1B)	Ability Enhancement Course 1– English	60	4	3	25	50	75
		Ability Enhancement Course 2 – Additional Language	45	3	3	25	50	75
		Multi-Disciplinary Course 1 – Other than Major	45	3	3	25	50	75
		<b>Total</b>		<b>22/24</b>	<b>21</b>			<b>525</b>
2	HRM2CJ101/ HRM2MN100	Core Course 2 in Major – Human Resource Management	60	4	4	30	70	100
		Minor Course 3	60/75	4/5	4	30	70	100
		Minor Course 4	60/75	4/5	4	30	70	100
	ENG2FA 103(1B)	Ability Enhancement Course 3– English	60	4	3	25	50	75
		Ability Enhancement Course 4 – Additional Language	45	3	3	25	50	75
		Multi-Disciplinary Course 2 – Other than Major	45	3	3	25	50	75
		<b>Total</b>		<b>22/24</b>	<b>21</b>			<b>525</b>
3	HRM3CJ201	Core Course 3 in Major – Organizational Behaviour	60	4	4	30	70	100
	HRM3CJ202/ HRM3MN200	Core Course 4 in Major – Labour Welfare and Social Security	60	4	4	30	70	100
		Minor Course 5	60/75	4/5	4	30	70	100
		Minor Course 6	60/75	4/5	4	30	70	100
		Multi-Disciplinary Course 3 – Kerala Knowledge System	45	3	3	25	50	75
	ENG3FV108 (1B)	Value-Added Course 1 – English	45	3	3	25	50	75
		<b>Total</b>		<b>22/24</b>	<b>22</b>			<b>550</b>

4	HRM4CJ203	Core Course 5 in Major – Employee Counselling	60	4	4	30	70	100
	HRM4CJ204	Core Course 6 in Major – Compensation Management	60	4	4	30	70	100
	HRM4CJ205	Core Course 7 in Major – Performance Management	60	4	4	30	70	100
	ENG4FV109 (1B)	Value-Added Course 2 – English	45	3	3	25	50	75
		Value-Added Course 3 – Additional Language	45	3	3	25	50	75
	ENG4FS111 (1B)	Skill Enhancement Course 1 – English	60	4	3	25	50	75
		<b>Total</b>		<b>22</b>	<b>21</b>			<b>525</b>
5	HRM5CJ301	Core Course 8 in Major – Industrial Relations	60	4	4	30	70	100
	HRM5CJ302	Core Course 9 in Major – Statistics for HRM – 1	60	4	4	30	70	100
	HRM5CJ303	Core Course 10 in Major – Human Resource Development	60	4	4	30	70	100
		Elective Course 1 in Major	60	4	4	30	70	100
		Elective Course 2 in Major	60	4	4	30	70	100
		Skill Enhancement Course 2	45	3	3	25	50	75
		<b>Total</b>		<b>23</b>	<b>23</b>			<b>575</b>
6	HRM6CJ304/ HRM8MN304	Core Course 11 in Major – Research Methods and Procedures	60	4	4	30	70	100
	HRM6CJ305/ HRM8MN305	Core Course 12 in Major– Labour Legislations	60	4	4	30	70	100
	HRM6CJ306/ HRM8MN306	Core Course 13 in Major – Organizational Effectiveness	60	4	4	30	70	100
		Elective Course 3 in Major	60	4	4	30	70	100
		Elective Course 4 in Major	60	4	4	30	70	100
	HRM6FS113	Skill Enhancement Course 3- HR Analytics	45	3	3	25	50	75
	HRM6CJ349	Internship in Major (Credit for internship to be awarded only at the end of Semester 6)	60		2	50	-	50

		<b>Total</b>		25	25			<b>625</b>	
<b>Total Credits for Three Years</b>					133			3325	
7	HRM7CJ401	Core Course 14 in Major – Management Decision	60	4	4	30	70	100	
	HRM7CJ402	Core Course 15 in Major – Group Dynamics	60	4	4	30	70	100	
	HRM7CJ403	Core Course 16 in Major – Statistics for HRM - 2	60	4	4	30	70	100	
	HRM7CJ404	Core Course 17 in Major – Strategic HRM	60	4	4	30	70	100	
	HRM7CJ405	Core Course 18 in Major – Diversity Management at Workplace	60	4	4	30	70	100	
		<b>Total</b>		<b>20</b>	<b>20</b>			<b>500</b>	
8	HRM8CJ406/ HRM8MN406	Core Course 19 in Major – Total Quality Management	60	4	4	30	70	100	
	HRM8CJ407/ HRM8MN407	Core Course 20 in Major – Global HRM	60	4	4	30	70	100	
	HRM8CJ408/ HRM8MN408	Core Course 21 in Major – Training and Development	60	4	4	30	70	100	
	OR (instead of Core Courses 19 - 21 in Major)								
	HRM8CJ449	Project (in Honours Programme)	360*	12*	12	90	210	300	
	HRM8CJ499	Research Project (in Honours with Research Programme)	360*	12*	12	90	210	300	
		Elective Course 5 in Major / Minor Course 7	60	4	4	30	70	100	
		Elective Course 6 in Major / Minor Course 8	60	4	4	30	70	100	
		Elective Course 7 in Major / Minor Course 9 / Major Course in any Other Discipline	60	4	4	30	70	100	
	OR (instead of Elective Course 7 in Major, in the case of Honours with Research Programme)								
HRM8CJ489	Research Methodology and Data Analysis Software for HRM	60	4	4	30	70	100		
	<b>Total</b>		<b>25</b>	<b>24</b>			<b>600</b>		
<b>Total Credits for Four Years</b>					177			4425	

\* The teacher should have 12 hrs/week of engagement (the hours corresponding to the three core courses) in the guidance of the Project(s) in Honours Programme and Honours with Research Programme, while each student should have 24 hrs/week of engagement in the Project work. Total hours are given based on the student's engagement.

### CREDIT DISTRIBUTION FOR PATHWAYS 1 – 4

1. Single Major

2. Major with Multiple Disciplines

3. Major with Minor

4. Major with Vocational Minor

Semester	Major Courses	Minor Courses	General Foundation Courses	Internship/ Project	Total
1	4	4 + 4	3 + 3 + 3	-	21
2	4	4 + 4	3 + 3 + 3	-	21
3	4 + 4	4 + 4	3 + 3	-	22
4	4 + 4 + 4	-	3 + 3 + 3	-	21
5	4 + 4 + 4 + 4 + 4	-	3	-	23
6	4 + 4 + 4 + 4 + 4	-	3	2	25
<b>Total for Three Years</b>	<b>68</b>	<b>24</b>	<b>39</b>	<b>2</b>	<b>133</b>
7	4 + 4 + 4 + 4 + 4	-	-	-	20
8	4 + 4 + 4	4 + 4 + 4	-	12*	24
*Instead of two Major courses					
<b>Total for Four Years</b>	<b>88 + 12 = 100</b>	<b>36</b>	<b>39</b>	<b>2</b>	<b>177</b>

### DISTRIBUTION OF MAJOR COURSES IN BA (HUMAN RESOURCE MANAGEMENT) HONOURS PROGRAMME FOR PATHWAYS 1 – 4

1. Single Major

2. Major with Multiple Disciplines

3. Major with Minor

4. Major with Vocational Minor

Semester	Course Code	Course Title	Hours/ Week	Credits
1	HRM1CJ101/ HRM1MN100	Management Principles and Business Ethics	4	4

2	HRM2CJ101/ HRM2MN100	Human Resource Management	4	4
3	HRM3CJ201	Organizational Behaviour	4	4
	HRM3CJ202/ HRM3MN200	Labour welfare and Social Security	4	4
4	HRM4CJ203	Employee Counselling	4	4
	HRM4CJ204	Compensation Management	4	4
	HRM4CJ205	Performance Management	4	4
5	HRM5CJ301	Industrial Relations	4	4
	HRM5CJ302	Statistics for HRM – 1	4	4
	HRM5CJ303	Human Resource Development	4	4
		Elective Course 1 in Major	4	4
		Elective Course 2 in Major	4	4
6	HRM6CJ304/ HRM8MN304	Research Methods and Procedures	4	4
	HRM6CJ305/ HRM8MN305	Labour Legislations	4	4
	HRM6CJ306/ HRM8MN306	Organizational Effectiveness	4	4
		Elective Course 3 in Major	4	4
		Elective Course 4 in Major	4	4
	HRM6CJ349	Internship in Major	-	2
<b>Total for the Three Years</b>				<b>70</b>
	HRM7CJ401	Management Decision	4	4
	HRM7CJ402	Group Dynamics	4	4
	HRM7CJ403	Statistics for HRM – 2	4	4
	HRM7CJ404	Strategic HRM	4	4

7	HRM7CJ405	Diversity Management at Workplace	4	4
	HRM8CJ406/ HRM8MN406	Total Quality Management	4	4
	HRM8CJ407/ HRM8MN407	Global HRM	4	4
	HRM8CJ408/ HRM8MN408	Training and Development	4	4
	OR (instead of Core Courses 19- 21 in Major)			
	HRM8CJ449	Project (in Honours Programme)	12	12
	HRM8CJ499	Research Project (in Honours with Research Programme)	12	12
		Elective Course 5 in Major	4	4
		Elective Course 6 in Major	4	4
		Elective Course 7 in Major	4	4
	OR (instead of Elective course 7 in Major, in Honours with Research Programme)			
	HRM8CJ489	Research Methodology and Data Analysis Software for HRM	4	4
	<b>Total for the Four Years</b>			

**ELECTIVE COURSES IN HUMAN RESOURCE MANAGEMENT WITH  
SPECIALISATION**

Group No.	Sl. No.	Course Code	Title	Semester	Total Hrs	Hrs/ Week	Credits	Marks		
								Internal	External	Total
1	<b>TECHNOLOGY AND HRM</b>									
	1	HRM5EJ301 (1)	Digital HRM	5	60	4	4	30	70	100
	2	HRM5EJ302 (1)	Human Resource Information System (HRIS)	5	60	4	4	30	70	100
	3	HRM6EJ301 (1)	Electronic HRM (e-HRM)	6	60	4	4	30	70	100
	4	HRM6EJ302 (1)	Computers in Human Behaviour	6	60	4	4	30	70	100
2	<b>ENTREPRENEURSHIP AND HRM</b>									

	1	HRM5EJ303 (2)	Entrepreneurial Creativity	5	60	4	4	30	70	100
	2	HRM5EJ304 (2)	HR Practices in Family Business	5	60	4	4	30	70	100
	3	HRM6EJ303 (2)	Human Resource Planning and Entrepreneurial Innovation	6	60	4	4	30	70	100
	4	HRM6EJ304 (2)	Personnel Management in Startups	6	60	4	4	30	70	100
<b>3</b>	<b>GREEN HRM AND SUSTAINABILITY</b>									
	1	HRM5EJ305 (3)	Sustainable HRM	5	60	4	4	30	70	100
	2	HRM5EJ306 (3)	Managing Corporate Social Responsibility through HR	5	60	4	4	30	70	100
	3	HRM6EJ305 (3)	Business Ethos and People Management	6	60	4	4	30	70	100
	4	HRM6EJ306 (3)	Urban Planning and Sustainability	6	60	4	4	30	70	100
<b>4</b>	<b>AGILE HUMAN RESOURCE MANAGEMENT</b>									
	1	HRM5EJ307 (4)	Agile Performance Management	5	60	4	4	30	70	100
	2	HRM5EJ308 (4)	Performance Mapping	5	60	4	4	30	70	100
	3	HRM6EJ307 (4)	Employee resilience	6	60	4	4	30	70	100
	4	HRM6EJ308 (4)	Employee brand management	6	60	4	4	30	70	100
<b>5</b>	<b>NEGOTIATION AND CONFLICT MANAGEMENT</b>									
	1	HRM5EJ309 (5)	Crisis Management	5	60	4	4	30	70	100
	2	HRM5EJ310 (5)	Grievances Management	5	60	4	4	30	70	100
	3	HRM6EJ309 (5)	Recreational HRM	6	60	4	4	30	70	100
	4	HRM6EJ310 (5)	HR Acquisition	6	60	4	4	30	70	100
<b>6</b>	<b>WORK LIFE INTEGRATION</b>									



	1	HRM5EJ311 (6)	Harmony in Practices: Work Life Balance Essentials	5	60	4	4	30	70	100
	2	HRM5EJ312 (6)	Gender Identity in Workplace	5	60	4	4	30	70	100
	3	HRM6EJ311 (6)	Competency Development	6	60	4	4	30	70	100
	4	HRM6EJ312 (6)	Artificial Intelligence for Human Resource Development	6	60	4	4	30	70	100
<b>7</b>	<b>EMERGING TRENDS IN HRM</b>									
	1	HRM5EJ313 (7)	Gamification in HRM	5	60	4	4	30	70	100
	2	HRM5EJ314 (7)	Intellectual Property Right (IPR) in HRM	5	60	4	4	30	70	100
	3	HRM6EJ313 (7)	Workplace Ostracism	6	60	4	4	30	70	100
	4	HRM6EJ314 (7)	Quality of Worklife	6	60	4	4	30	70	100

<b>8</b>	<b>PUBLIC RELATIONS IN HR</b>									
	1	HRM5EJ315 (8)	Customer Relationship Management	5	60	4	4	30	70	100
	2	HRM5EJ316 (8)	Resume Writing and Corporate Communication	5	60	4	4	30	70	100
	3	HRM6EJ315 (8)	Personality Development and Grooming	6	60	4	4	30	70	100
	4	HRM6EJ316 (8)	Interview Preparation and Planning	6	60	4	4	30	70	100

### ELECTIVE COURSES IN HUMAN RESOURCE MANAGEMENT

#### WITH NO SPECIALISATION

Sl. No.	Course Code	Title	Seme ster	Total Hrs	Hrs/ Week	Cre dits	Marks		
							Inte rnal	Exte rnal	Total
1	HRM8EJ401	Parenting Management	8	60	4	4	30	70	100

2	HRM8EJ402	Life Skill Management	8	60	4	4	30	70	100
3	HRM8EJ403	Six Sigma	8	60	4	4	30	70	100
4	HRM8EJ404	Kaizen	8	60	4	4	30	70	100
5	HRM8EJ405	Multicultural Workplace Management	8	60	4	4	30	70	100

### GROUPING OF MINOR COURSES IN BA HUMAN RESOURCE MANAGEMENT

**Note: The Minor courses given below should not be offered to students who have taken Human Resource Management as the Major discipline. They should be offered to students from other than the Major disciplines only.**

Group No.	Sl. No.	Course Code	Title	Semester	Total Hrs	Hrs/Week	Credits	Marks		
								Internal	External	Total
1	<b>TITLE OF THE MINOR: (GROUP A) WORKFORCE MANAGEMENT</b>									
	<b>A1: TALENT MANAGEMENT</b>									
	1	HRM1MN101	Talent Acquisition	1	60	4	4	30	70	100
	2	HRM2MN101	Organizational Development and Leadership	2	60	4	4	30	70	100
3	HRM3MN201	Employee Engagement	3	60	4	4	30	70	100	
2	<b>A2: BEHAVIOURIAL MANAGEMENT</b>									
	1	HRM1MN102	Digital Stress Management	1	60	4	4	30	70	100
	2	HRM2MN102	Human Behaviour and Industrial Psychology	2	60	4	4	30	70	100
	3	HRM3MN202	Sociology of industry	3	60	4	4	30	70	100
3	<b>TITLE OF THE MINOR: (GROUP B) HUMAN CAPITAL MANAGEMENT</b>									
	<b>B1: INTRAPERSONAL SKILLS MANAGEMENT</b>									
1	HRM1MN103	Emotional Intelligence in Corporate Sector	1	60	4	4	30	70	100	

	2	HRM2MN103	Managing Interpersonal Effectiveness	2	60	4	4	30	70	100
	3	HRM3MN203	Human Relation Skills	3	60	4	4	30	70	100
<b>4</b>		<b>B2: SOCIAL SKILLS MANAGEMENT</b>								
	1	HRM1MN104	Leadership in Practice	1	60	4	4	30	70	100
	2	HRM2MN104	HR Practices in Aviation Industry	2	60	4	4	30	70	100
	3	HRM3MN204	Kerala Ethos and Business Ethics	3	60	4	4	30	70	100
<b>5</b>		<b>TITLE OF THE MINOR : (GROUP C) FUNCTIONAL HRM</b>								
		<b>C1: COMPENSATION ANALYSIS</b>								
	1	HRM1MN105	Employee Reward Management	1	60	4	4	30	70	100
	2	HRM2MN105	Gig Economy and Moonlighting	2	60	4	4	30	70	100
	3	HRM3MN205	Wage and Salary Administration	3	60	4	4	30	70	100
<b>6</b>		<b>C2: HR PRACTICES</b>								
	1	HRM1MN106	Hospital Administration	1	60	4	4	30	70	100
	2	HRM2MN106	HR Practices in Service Sector	2	60	4	4	30	70	100
	3	HRM3MN206	HR Practices in Tourism Industry	3	60	4	4	30	70	100
<b>7</b>		<b>TITLE OF THE MINOR: (GROUP D) HUMAN EXCELLENCE MANAGEMENT</b>								
		<b>D1: PEOPLE MANAGEMENT</b>								
	1	HRM1MN107	Knowledge Management	1	60	4	4	30	70	100
	2	HRM2MN107	Event Management	2	60	4	4	30	70	100
	3	HRM3MN207	Social Media Management	3	60	4	4	30	70	100

<b>8</b>	<b>D2: HUMAN EXCELLENCE</b>									
	1	HRM1MN108	Fundamentals of Human Rights	1	60	4	4	30	70	100
	2	HRM2MN108	Essentials of Humanity	2	60	4	4	30	70	100
	3	HRM3MN208	Social Ethics	3	60	4	4	30	70	100
<b>9</b>	<b>TITLE OF THE MINOR: (GROUP E) HOLISTIC MANAGEMENT</b>									
	<b>E1: INTEGRATED MANAGEMENT</b>									
	1	HRM1MN109	Front office Management	1	60	4	4	30	70	100
	2	HRM2MN109	Welfare Management	2	60	4	4	30	70	100
3	HRM3MN209	Disaster Management	3	60	4	4	30	70	100	
<b>10</b>	<b>E2: EXPERIENTIAL MANAGEMENT</b>									
	1	HRM1MN110	Mentoring Management	1	60	4	4	30	70	100
	2	HRM2MN110	Employee Life Cycle Management	2	60	4	4	30	70	100
	3	HRM3MN210	Travel Management	3	60	4	4	30	70	100

### GROUPING OF VOCATIONAL MINOR COURSES IN BA HUMAN RESOURCE MANAGEMENT HONOURS

**Note:** The Vocational Minor courses given below should not be offered to students who have taken Human Resource Management as the Major discipline. They should be offered to students from other than the Major disciplines only.

### TITLE OF THE VOCATIONAL MINOR: (GROUP F) HUMAN RESOURCE MANAGEMENT

Group No.	Sl. No.	Course Code	Title	Semester	Total Hrs	Hrs/Week	Credits	Marks		
								Internal	External	Total
<b>1</b>	<b>F1: HR WELLNESS</b>									
	1	HRM1VN101	Psychological Well Being	1	60	4	4	30	70	100
	2	HRM2VN101	Employee Empowerment	2	60	4	4	30	70	100
	3	HRM3VN201	Yoga and Stress Therapies	3	60	4	4	30	70	100
	4	HRM8VN301	Workplace Ergonomics and Physical Health	8	60	4	4	30	70	100

F2: HR SPECIALITIES										
2	1	HRM1VN102	HR Practices in Sport Management	1	60	4	4	30	70	100
	2	HRM2VN102	HR Practices among Divyangjan	2	60	4	4	30	70	100
	3	HRM3VN202	HR Practices for Women Empowerment	3	60	4	4	30	70	100
	4	HRM8VN302	HR Practices in NGOs	8	60	4	4	30	70	100

- (i) Students in Single Major pathway can choose course/courses from any of the Minor/Vocational Minor groups offered by a discipline other than their **Major discipline**.
- (ii) Students in Major with Multiple Disciplines pathway can choose as one of the multiple disciplines, all the three courses from any one of the Minor/ Vocational Minor groups offered by any discipline, other than Major discipline. If the students choose any one of the Minor/ Vocational Minor groups in Human Resource Management as given above, then the title of the group, the title of the minor will be as Human Resource Management.
- (iii) Students enrolled in the Major with Minor pathway have the flexibility to select courses from any two Minor groups available across disciplines other than their major disciplines. The students choose any two of the Minor/ Vocational Minor groups in Human Resource Management as given above, then the title of the minor will be as Human Resource Management.
- (iv) Students in Major with Vocational Minor pathway can choose all the courses from any two Vocational Minor groups offered by any discipline, other than their major discipline. If the students choose any two Vocational Minor groups in Human Resource Management as given above, then the title of the Vocational Minor will be Human Resource Management.

**DISTRIBUTION OF GENERAL FOUNDATION COURSES IN HUMAN RESOURCE  
MANAGEMENT**

**MULTI DISCIPLINARY COURSES (MDC)**

Semester	Course Code	Course Title	Total Hours	Hours/Week	Credits	Marks		
						Internal	External	Total
I	HRM1FM105	Human Development Index	45	3	3	25	50	75
II	HRM2FM106	Introduction to Payroll	45	3	3	25	50	75

**SKILL ENHANCEMENT COURSES (SEC)**

Semester	Course Code	Course Title	Total Hours	Hours/Week	Credits	Marks		
						Internal	External	Total
V	HRM5FS112	HR and office Automation	45	3	3	25	50	75
VI	HRM6FS113	HR Analytics	45	3	3	25	50	75

**VAC (Only for Double Major Programme)**

Semester	Course Code	Course Title	Total Hours	Hours/Week	Credits	Marks		
						Internal	External	Total
III	HRM3FV108	Mental Health Care and Wellness	45	3	3	25	50	75
IV	HRM4FV110	Hybrid Work Environment	45	3	3	25	50	75

**COURSE STRUCTURE FOR BATCH A1 (B2)  
IN PATHWAY 5: DOUBLE MAJOR**

A1: 68 credits in Human Resource Management (Major A)    B1: 68 credits in Major B

A2: 53 credits in Human Resource Management (Major A) B2: 53 credits in Major B

**The combinations available to the students: (A1 & B2), (B1 & A2)**

Note: Unless the batch is specified, the course is for all the students of the class

Semester	Course Code	Course Title	Total Hours	Hours/Week	Credits	Marks		
						Internal	External	Total
1	HRM1CJ 101/ HRM1MN100	Core Course 1 in Major – Management Principles and Business Ethics	60	4	4	30	70	100
	BBB1CJ1 01	Core Course 1 in Major B –	60/ 75	4/ 5	4	30	70	100
	HRM1CJ102/ HRM2CJ102/ HRM4CJ205*	Core Course 2 in Major Human Resource Management – Performance Management (for batch A1 only)	60	4	4	30	70	100
	ENG1FA 101(1B)	Ability Enhancement Course 1 – English	60	4	3	25	50	75
		Ability Enhancement Course 2 – Additional Language	45	3	3	25	50	75
	HRM1FM 105	Multi-Disciplinary Course 1 in Human Resource Management – Human Development Index (for batch A1 only)	45	3	3	25	50	75
		<b>Total</b>		<b>22/ 23</b>	<b>21</b>			<b>525</b>
2	HRM2CJ101/ HRM2MN100	Core Course 3 in Major Human Resource Management – Human Resource Management	60	4	4	30	70	100
	BBB2CJ1 01	Core Course 2 in Major B –	60/ 75	4/ 5	4	30	70	100

	BBB2CJ1 02/ BBB1CJ1 02	Core Course 3 in Major B – (for batch B2 only)	60/ 75	4/ 5	4	30	70	100
	ENG2FA 103(1B)	Ability Enhancement Course 3 – English	60	4	3	25	50	75
		Ability Enhancement Course 4 – Additional Language	45	3	3	25	50	75
	HRM2FM106	Multi-Disciplinary Course 2 in Human Resource Management – Introduction to Payroll	45	3	3	25	50	75
		<b>Total</b>		22 – 24	21			<b>525</b>
3	HRM3CJ 201	Core Course 4 in Major Human Resource Management – Organizational Behaviour	60	4	4	30	70	100
	HRM3CJ202/ HRM3MN200	Core Course 5 in Major Human Resource Management– Labour Welfare and Social Security	60	4	4	30	70	100
	BBB3CJ2 01	Core Course 4 in Major B	60/ 75	4/ 5	4	30	70	100
	BBB3CJ2 02	Core Course 5 in Major B	60/ 75	4/ 5	4	30	70	100
	BBB3FM 106/ BBB2FM 106	Multi-Disciplinary Course 1 in B –	45	3	3	25	50	75
	HRM3FV108	Value-Added Course 1 in Human Resource Management – Mental Health Care and Wellness (for batch A1 only)	45	3	3	25	50	75
			<b>Total</b>		22 – 24	22		



4	HRM4CJ 203	Core Course 6 in Major Human Resource Management – Employee Counselling	60	4	4	30	70	100
		Core Course 6 in Major B	60/ 75	4/ 5	4	30	70	100
	HRM4CJ 204	Core Course 7 in Major Human Resource Management – Compensation Management (for batch AI only)	60	4	4	30	70	100

	HRM4FV110	Value-Added Course 2 in Human Resource Management – Hybrid Work Environment	45	3	3	25	50	75
	BBB4FV110	Value-Added Course 1 in B –	45	3	3	25	50	75
	HRM4FS112 / HRM5FS112	Skill Enhancement Course 1 in Human Resource Management – HR and Office Automation	45	3	3	25	50	75
		<b>Total</b>		<b>21/ 22</b>	<b>21</b>			<b>525</b>
5	HRM5CJ301	Core Course 8 in Major Human Resource Management– Industrial Relations	60	4	4	30	70	100
		Core Course 7 in Major B –	60/ 75	4/ 5	4	30	70	100
	HRM5CJ 302	Core Course 9 in Major Human Resource Management– Statistics for HRM - 1 (for batch A1only)	60	4	4	30	70	100
		Elective Course 1 in Major Human Resource Management	60	4	4	30	70	100
		Elective Course 1 in Major B	60	4	4	30	70	100

	BBB5FS112/ BBB4FS112	Skill Enhancement Course 1 in B	45	3	3	25	50	75
		<b>Total</b>		<b>23/24</b>	<b>23</b>			<b>575</b>
6	HRM6CJ304/ HRM8MN304	Core Course 10 in Major Human Resource Management– Research Methods and Procedures	60	4	4	30	70	100
		Core Course 8 in Major B –	60/ 75	4/ 5	4	30	70	100
	BBB6CJ305	Core Course 9 in Major B – (for batch B2 only)	60	4	4	30	70	100
		Elective Course 2 in Major Human Resource Management	60	4	4	30	70	100
		Elective Course 2 in Major B	60	4	4	30	70	100
	HRM6FS113	Skill Enhancement Course 2 in Human Resource Management – HR Analytics (for batch A1 only)	45	3	3	25	50	75

	HRM6CJ 349	Internship in Major Human Resource Management (Credit for internship to be awarded only at the end of Semester 6)	60		2	50	-	50
		<b>Total</b>		<b>24/ 25</b>	<b>25</b>			<b>625</b>
<b>Total Credits for Three Years</b>					<b>133</b>			<b>3325</b>

For batch A1(B2), the course structure in semesters 7 and 8 is the same as for pathways 1 – 4, except that the number of the core and elective courses is in continuation of the number of courses in the two categories completed at the end of semester 6.

\* The course code of the same course as used for the pathways 1 – 4

## CREDIT DISTRIBUTION FOR BATCH A1 (B2) IN PATHWAY 5: DOUBLE MAJOR

Semester	Major Courses in Human Resource Management	General Foundation Courses in Human Resource Management	Internship/Project in Human Resource Management	Major Courses in B	General Foundation Courses in B	AEC	Total
1	4 + 4	3	-	4	-	3 + 3	21
2	4	3	-	4 + 4	-	3 + 3	21
3	4 + 4	3	-	4 + 4	3	-	22
4	4 + 4	3 + 3	-	4	3	-	21
5	4 + 4 + 4	-	-	4 + 4	3	-	23
6	4 + 4	3	2	4 + 4 + 4	-	-	25
<b>Total for Three Years</b>	<b>48</b>	<b>18</b>	<b>2</b>	<b>44</b>	<b>9</b>	<b>12</b>	<b>133</b>
	<b>68</b>			<b>53</b>		<b>12</b>	<b>133</b>
	Major Courses in Human Resource Management	Minor Courses					
7	4 + 4 + 4 + 4 + 4	-			-	-	20
8	4 + 4 + 4	4 + 4 + 4	12*		-	-	24
* Instead of three Major courses; *							
<b>Total for Four Years</b>	<b>88 + 12 = 100</b>	<b>12</b>					<b>177</b>

### COURSE STRUCTURE FOR BATCH B1 (A2) IN PATHWAY 5: DOUBLE MAJOR

A1: 68 credits in Human Resource Management (Major A) B1: 68 credits in Major B  
 A2: 53 credits in Human Resource Management (Major A) B2: 53 credits in Major B

**The combinations available to the students: (A1 & B2), (B1 & A2)**

Note: Unless the batch is specified, the course is for all the students of the class

	C o u r s e	C o u r s e	C o u r s e	C o u r s e	M a r k s
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2	HRM2CJ101/ HRM2MN100	Core Course 2 in Major Human Resource Management –  Human Resource Management	60	4	4	30	70	100
	BBB2CJ101	Core Course 3 in Major B –	60/ 75	4/ 5	4	30	70	100

	HRM1CJ102/ HRM2CJ102/ HRM4CJ205*	Core Course 2 in Major Human Resource Management – Performance Management (for batch A2 only)	60	4	4	30	70	100
	ENG2FA103 (1B)	Ability Enhancement Course 3 – English	60	4	3	25	50	75
		Ability Enhancement Course 4 – Additional Language	45	3	3	25	50	75
	HRM2FM106	Multi-Disciplinary Course 1 in Human Resource Management– Introduction to Payroll	45	3	3	25	50	75
		<b>Total</b>			<b>22/23</b>	<b>21</b>		
3	HRM3CJ201	Core Course 4 in Major Human Resource Management –  Organizational Behaviour	60	4	4	30	70	100
	HRM3CJ202/ HRM3MN200	Core Course 5 in Major Human Resource Management– Labour Welfare and Social Security	60	4	4	30	70	100
	BBB3CJ201	Core Course 4 in Major B	60/ 75	4/ 5	4	30	70	100
	BBB3CJ202	Core Course 5 in Major B	60/ 75	4/ 5	4	30	70	100
	BBB3FM106	Multi-Disciplinary Course 2 in B –	45	3	3	25	50	75
	BBB3FV108	Value-Added Course 1 in B – (for batch B1 only)	45	3	3	25	50	75
		<b>Total</b>			<b>23 – 25</b>	<b>22</b>		

4	HRM4CJ204	Core Course 6 in Major Human Resource Management– Compensation Management	60	4	4	30	70	100
		Core Course 6 in Major B	60/ 75	4/ 5	4	30	70	100
		Core Course 7 in Major B – (for batch B1 only)	60/ 75	4/ 5	4	30	70	100

	HRM4FV110	Value-Added Course 1 in Human Resource Management – Hybrid Work Environment	45	3	3	25	50	75
		Value-Added Course 2 in B –	45	3	3	25	50	75
	HRM4FS112 / HRM5FS112	Skill Enhancement Course 1 in Human Resource Management – HR and Office Automation	45	3	3	25	50	75
		<b>Total</b>		21 – 23	21			525
5	HRM5CJ301	Core Course 7 in Major Human Resource Management– Industrial Relations	60	4	4	30	70	100
		Core Course 8 in Major B –	60/ 75	4/ 5	4	30	70	100
		Core Course 9 in Major B – (for batch B1 only)	60	4	4	30	70	100
		Elective Course 1 in Major Human Resource Management	60	4	4	30	70	100
		Elective Course 1 in Major B	60	4	4	30	70	100
	BBB5FS112/ BBB4FS112	Skill Enhancement Course 1 in B	45	3	3	25	50	75
		<b>Total</b>		24/ 25	23			575

6	HRM6CJ304/ HRM8MN304	Core Course 8 in Major Human Resource Management–  Research Methods and Procedures	60	4	4	30	70	100
		Core Course 10 in Major B –	60/ 75	4/ 5	4	30	70	100
	HRM6CJ305/ HRM8MN305	Core Course 9 in Major Human Resource Management –  Labour Legislations	60	4	4	30	70	100
		Elective Course 2 in Major Human Resource Management	60	4	4	30	70	100
		Elective Course 2 in Major B	60	4	4	30	70	100

	BBB6FS113	Skill Enhancement Course 2 in B – (for batch B1 only)	45	3	3	25	50	75
	BBB6CJ349	Internship in Major B (Credit for internship to be awarded only at the end of Semester 6)	60		2	50	-	50
		<b>Total</b>		<b>25</b>	<b>25</b>			<b>625</b>
<b>Total Credits for Three Years</b>					<b>133</b>			<b>3325</b>

To continue to study Human Resource Management in semesters 7 and 8, batch B1 (A2) needs to earn additional 15 credits in Human Resource Management to make the total credits of 68. Suppose this condition is achieved, and the student of batch B1 (A2) proceeds to the next semesters to study Human Resource Management. The course structure in semesters 7 and 8 is the same as for pathways 1 – 4, except that the number of the core and elective courses is in continuation of the number of courses in the two categories completed at the end of semester 6, taking into account the number of courses in Human Resource Management taken online to earn the additional 15 credits.

\* The course code of the same course as used for the pathways 1 – 4

**CREDIT DISTRIBUTION FOR BATCH B1 (A2)  
IN PATHWAY 5: DOUBLE MAJOR**

Semester	Major Courses in B	General Foundation Courses in B	Internship/ Project in B	Major Courses in Human Resource Management	General Foundation Courses in Human Resource Management	AEC	Total
1	4 + 4	3	-	4	-	3 + 3	21
2	4	-	-	4 + 4	3	3 + 3	21
3	4 + 4	3 + 3	-	4 + 4	-	-	22
4	4 + 4	3	-	4	3 + 3	-	21
5	4 + 4 + 4	3	-	4 + 4	-	-	23
6	4 + 4	3	2	4 + 4 + 4	-	-	25
<b>Total for Three Years</b>	<b>48</b>	<b>18</b>	<b>2</b>	<b>44</b>	<b>9</b>	<b>12</b>	<b>133</b>
	<b>68</b>			<b>53</b>		<b>12</b>	<b>133</b>
	Major Courses in B	Minor Courses					
7	4 + 4 + 4 + 4 + 4	-			-	-	20
8	4 + 4 + 4	4 + 4 + 4	12*		-	-	24
* Instead of three Major courses; **							
<b>Total for Four Years</b>	<b>88 + 12 = 100</b>	<b>12</b>					<b>177</b>

## 6. INTERNSHIP: GUIDELINES & PROCEDURES

### 6.1 Introduction

The internship Programme for BA (Human Resource Management) Honours Programme students is a vital component of the curriculum designed to provide practical exposure and experiential learning opportunities to complement the theoretical knowledge acquired during their academic studies. This Programme serves as a bridge between the classroom and the professional world, offering students a chance to gain hands-on experience in a real-world business environment. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the college. It's essential for BA (Human Resource Management) Honours students to explore a variety of internship opportunities to gain diverse experiences, develop relevant skills, and explore different career paths within the Human Resource Management field.

6.2 The following are the objectives of Internship in BA (Human Resource Management) Honours Programme:

1. **Practical Application:** Internships provide students with the opportunity to apply theoretical knowledge gained in their Human Resource Management studies to real-world business

situations. This hands-on experience helps students understand how concepts learned in the classroom are applied in actual business settings.

2. **Industry Exposure:** Internships expose students to different sectors within the Human Resource Management discipline, such as banking, consulting, retail, e-Human Resource Management, and more. This exposure helps students gain insights into various career paths and industries, allowing them to make informed decisions about their future careers.

3. **Skill Development:** Internships offer opportunities for students to develop and enhance essential skills relevant to the Human Resource Management discipline, including financial analysis, data interpretation, market research, strategic planning, communication, and teamwork. These skills are crucial for success in the competitive business environment.

4. **Personal Growth:** Internships offer opportunities for personal growth and development. Students often face new challenges and responsibilities during their internships, which help them, build confidence, resilience, and adaptability all essential qualities for success in the business world.

5. **Career Exploration:** Internships allow students to explore different career paths within the Human Resource Management discipline and gain a better understanding of their interests, strengths, and preferences. By working in various roles and industries, students can discover where their passions lie and make informed decisions about their future careers.

6.3 Students shall be provided with opportunities for internships with industries, IT parks (infopark, cyberpark, technopark), marketing firms, banks, investment firms, cooperatives, other financial institutions and insurance companies where HR practices are very popular, hospitality industry, e-Human Resource Management firms, accounting firms, tax firms, consultancy organizations, government departments and agencies, NGOs, non-profit organizations, charitable institutions, academic research centres, media houses, advertising agencies, entertainment companies, startups and entrepreneurial ventures, professional associations, industry organizations etc. The opportunities for internships for students are not limited to the examples provided. In fact, there are numerous other sectors and specific organizations where BA (Human Resource Management) Honours students can find valuable internship experiences, these opportunities will enable the students to actively engage in the practical aspects of their learning and to improve their employability. This internship is expected to provide the students elements of experiential learning pertaining to Human Resource Management.

6.4. Internship, Apprenticeship, etc. may require sixty hours of engagement for acquiring two credits.

6.5 The Internship carries 50 marks with 2 credits. The internship shall be completed before the commencement of Sixth Semester Class. Summer vacations and other holidays can be used for completing the Internship. A faculty member/ scientist/ instructor of the respective institution, where the student does the Internship, should be the supervisor of the Internship. The credits and marks for the Internship will be awarded only at the end of semester Six.



## **6.6. Guidelines for Report Submission**

6.6.1 The students shall submit periodic working reports through online to the Faculty Guide in the Department. Faculty Guides are required to submit brief report to the Head of the Department specifically showing whether the learning outcome through Internship is satisfactory / not satisfactory.

6.6.2 The students are required to submit a soft copy of draft report of Internship to the Faculty Guide within the stipulated date. Faculty Guide, after corrections and suggested changes, shall direct the students to submit the hard copy of the report in the prescribed format.

6.6.3 The Internship Report shall be typed in “Times New Roman” font by using 12 font size with 1.5 spacing. All chapter headings shall be in font size 14 in bold. All main headings shall be in font size 12 in bold and all sub-headings are to be in 12 font size

6.6.4 Students must regularly have contacts with both the Internship Supervisor at the Internship Organization and the Faculty in charge on any matter related to their internship.

6.6.5 Students must submit the Internship Report at the end of the Internship as per the schedule of the Department.

6.6.6 Students must maintain the Internship Diary by recording daily activities related to their practical experience. The Internship Diary must be produced to the Internship Coordinator for inspection weekly through online mode and submitted to the Department within one week from the end of the Internship.

6.6.7 Students must submit the Internship Report based on the work experience that they have gained through the Internship Programme at least two weeks prior to the schedule date of their Presentation and Viva.

6.6.8 Students must present themselves for the Presentation and Viva as notified by the Department.

6.6.9 The student must write a final report stating the general experience that she/he obtains during the Internship Programme and any specific knowledge and achievement made. The Internship Report should be submitted to the Department at the end of the Internship Programme. There is no specific format for the report but it should comprise of the following items.

6.6.10 Ensure that interns receive an internship certificate from the organization upon completion of the internship Programme.

## 6.7. Evaluation of Internship

6.7.1 The evaluation of internship shall be done internally through continuous assessment mode by a committee internally constituted by the Department Council.

6.7.2 The scheme of continuous evaluation and the end-semester viva-voce examination based on the submitted report shall be as given below:

<b>Components of Evaluation of Internship</b>	<b>Weightage</b>	<b>Marks for Internship 2 Credits/ 50 Marks</b>
Continuous evaluation of internship through interim presentations and reports by the committee internally constituted by the Department Council	40%	20
Institutional Visit	10%	5
End-semester viva-voce examination to be conducted by the committee internally constituted by the Department Council	35%	17
Evaluation of the day-to-day records and final report submitted for the end semester viva-voce examination by the committee internally constituted by the Department Council	15%	8

6.7.3 Criteria of awarding marks for Continuous evaluation of internship through interim Presentations and reports by the committee internally constituted by the Department Council

<b>Criteria</b>	<b>Maximum marks</b>
Timeliness	5
Quality of work	5
Adaptability	5
Problem solving skill	10
<b>Total</b>	<b>25</b>

6.7.4 Criteria for awarding marks for end-semester viva-voce examination to be conducted by the committee internally constituted by the Department Council

<b>Criteria</b>	<b>Maximum marks</b>
Quality of work	6
Application of Knowledge	6
Problem-Solving and critical thinking	5
<b>Total</b>	<b>17</b>

6.8 Participation in an Institute/Industry Visit or Study Tour is mandatory for completing the Internship Component of the BA (Human Resource Management) Honours Programme. This involves visiting at least one nationally recognized institute, business organization, industrial site, or any other significant location pertinent to Human Resource Management Education. A concise report detailing the study tour, accompanied by photos and analysis, must be submitted thereafter. The department council has the authority to grant exemptions to eligible students from participating in the study tour Programme based on valid reasons. In such instances, alternative project work may be assigned to these students for evaluation purposes.

## **7. Optional Project (For Honours Programme Only): Guidelines and Procedures**

### 7.1 Introduction

The inclusion of a Project in a BA (Human Resource Management) Honours Programme is essential for nurturing critical thinking, research skills, problem-solving abilities, and preparing students for future academic and professional endeavours. It serves as a cornerstone of academic excellence and contributes to the holistic development of students as scholars and future leaders in the field of Human Resource Management. Projects require students to critically analyse information, identify gaps in existing knowledge, and develop logical arguments. Engaging in project work fosters critical thinking skills, which are essential for success in both academic and professional contexts. In BA (Human Resource Management) Honours Programme, the student has the option to do a Project of 12-credits instead of three Core Courses in Major in semester Eight. The Project in Honours Programme can be a short research work or an extended internship or a skill-based training Programme. There should be minimum 13 hrs./week of engagement (the hours corresponding to the three core courses in Major in semester Eight) from the teacher in the guidance of the Project(s) in Honours Programme.

### 7.2 Objectives of Project work:

1. To develop students' research skills such as formulating research questions, conducting literature reviews, designing research methodologies, collecting and analyzing data, and drawing valid conclusions.
2. To enhance students' critical thinking abilities. Through engaging in research, students learn to evaluate information critically, identify gaps in existing knowledge, and assess the validity and reliability of research findings.
3. To provide students with an opportunity to apply theoretical knowledge gained in their course to real-world research problems.
4. To develop students' communication skills, both oral and written. Students are required to effectively communicate their research findings through presentations, reports, and academic papers.

5. To encourage analytical skills by challenging students to analyze problems from multiple perspectives, evaluate alternative solutions, and make evidence-based decisions.

6. To come up with creative solutions to real-world problems or challenges faced by businesses. This fosters innovation and encourages students to think outside the box.

### **7.3 The following are the guidelines and procedures for the project work**

7.3.1 It can be guided by any faculty member of the department. It can be done at the same institution or at any other HEI/ research centre. A faculty member of the respective institution, where the student does the Project, should be the supervisor of the Project.

7.3.2 The project proposal, the supervisor, and the institution where the student will undertake the project should be approved in advance by the department council.

7.3.3 Each student has to undertake a Project individually under the supervision of a teacher and submit the same following the guidelines stated below:

7.3.4 For the project, the student may choose any topic areas from the subjects they studied.

7.3.5 The candidate shall prepare and submit a project report to the Department.

7.3.6 The report shall be in the English Language, printed or typed (A4 size paper, 1.5 line spacing, Times New Roman font, font size 14), and spiral-bound. The project report may range from 1500 to 3000 words, depending on the complexity of the project and the depth of analysis required. The project report should be submitted to the Head of the Department one week before the last working day of the eighth semester, duly certified by the Guide.

7.3.7 Project work shall have the following stages:

- A. Project proposal presentation
- B. Fieldwork and data analysis
- C. Draft project report presentation
- D. Final project report submission

7.3.8 The supervisor shall keep a diary in which the chronological record of the student's visit to the supervisor for the project discussions shall be maintained. The work of each student shall be guided by one faculty member.

7.3.9 The candidate shall prepare at least two copies of the report; one copy for submission to the Department and another copy for the student which they have to bring with them at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for.

7.3.10 A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done, and it shall be included in the project report.

7.3.11 The project report shall be subject to internal and external evaluation. Internal evaluation shall be carried out by the supervising teacher, and external evaluation is done jointly by the internal examiner and the external examiners appointed by the College inclusive of Viva-voce examination.

7.3.12 Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if they fail to submit the Project Report for external evaluation.

7.3.13 The student should get a minimum of 40 % marks in the aggregate and 40% separately for external for pass in the project.

7.3.14 There shall be no improvement chance for the Marks obtained in the Project Report.

7.3.15 In the event of failing to obtain a minimum of 40% marks, students may redo the project work and resubmit the report along with subsequent exams through the department, following the existing rules of the College examinations.

7.3.16 The students shall submit periodic working reports to the Faculty Supervisors in the Institution. Periodic reviews and discussions are compulsory, and Faculty Supervisors are required to submit a brief report to the Head of the Department.

7.3.17 The students are required to submit a soft copy of the draft Project Report to the Faculty Supervisor before the cut-off date. Faculty Supervisors, after corrections and suggested changes, shall direct the candidates to submit the Report in the prescribed format.

7.3.18 The evaluation of the Report and Presentation shall be based on the criteria given in the evaluation format

#### **7.4 Evaluation of Optional Project**

The BA (Human Resource Management) Honours Programme project will be assessed for a total of 300 marks, with 90 marks allocated for internal evaluation and 210 marks for external evaluation.

Components of Evaluation of Project	Weightage	Marks for the Optional Project (Honours) 8 Credits/ 200 Marks
*Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council	30%	90
**End-semester viva-voce examination to be conducted by the external examiner appointed by the college	50%	150
***Evaluation of the day-to-day records and project report submitted for the end semester viva-voce examination by the external examiner	20%	60
<b>Total</b>	<b>100%</b>	<b>300</b>

#### INTERNAL EVALUATION OF OPTIONAL PROJECT

7.4.1 \*Criteria for awarding marks for Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council.

Criteria	Maximum Marks
Punctuality and Time Management	10
Quality of Work	20
Problem-Solving Skills	20
Documentation including day to day records	20
Interim Presentation and Viva Voce	20
<b>Total</b>	<b>90</b>

#### EXTERNAL EVALUATION OF OPTIONAL PROJECT

7.4.2 \*\* Criteria for awarding marks for End-semester viva-voce examination to be conducted by the external examiner appointed by the college

Criteria	Maximum Marks	Sub Total
<b>1 Presentation</b>		
1.1 Problem Formulation and Objectives	10	60
1.2 Research Design and Methodology	10	
1.3 Literature Review	10	
1.4 Data Collection and Analysis	10	
1.5 Results, Findings and Interpretation	20	
2. Quality of the Project Work	20	40
3. Originality and Creativity	20	
<b>4. Viva Voce</b>		
4.1 Understanding of the Project	10	50
4.2 Critical thinking and analysis	10	
4.3 Communication skills	10	
4.4 Depth of knowledge	10	
4.5 Originality and creativity	10	
Total		150

7.4.3 \*\*\*Criteria for awarding marks for evaluation of the day-to-day Records and Project Report submitted for the end semester viva–voce examination by the external examiner.

Criteria	Maximum Marks
Relevance	10
Completeness	10
Accuracy	10
Clarity	10
Organization	10
Quality	10
Total	60

## 8. Research Project (For Honours with Research Programme Only): Guidelines and Procedures

### 8.1 Introduction

Students aspiring to pursue a research career may opt for the Honours with Research stream in the fourth year. A four-year BA (Human Resource Management) Honours Degree (Honours with Research) in the Major Human Resource Management shall be awarded to those who complete the PWCFYUGP with a specific number of courses totalling 177 credits, including 12 credits from a mandatory graduate research project/dissertation in their Major Human Resource Management discipline. In the case of BA (Human Resource Management) Honours Degree (Honours with Research), in semester VIII, the student should earn 12 credits from a mandatory Research Project in the Major Human Resource Management /allied discipline, guided by a faculty member with a Ph.D., at a recognized research centre of the College/any other university/higher educational institution or at a centre prior-approved by the University. In this case, one of the three courses (for the additional 12 credits) should be in research methodology. The approved research centres of this University or any other university/higher

educational institution (HEI) can offer the BA (Human Resource Management) Honours with Research Programme. There should be minimum 360 hrs. of engagement from the student in the Project work in Honours with Research Programme

## **8.2 Expected Outcomes of Research Project:**

1. **Enhanced Research Skills:** Through the process of conducting a research project, students develop and enhance their research skills, including formulating research questions, conducting literature reviews, designing research methodologies, collecting and analyzing data, and drawing valid conclusions.
2. **Critical Thinking Abilities:** Engaging in research requires students to critically evaluate information, identify gaps in existing knowledge, and assess the validity and reliability of research findings. As a result, students develop and refine their critical thinking abilities.
3. **Application of Theoretical Knowledge:** Research projects provide students with an opportunity to apply theoretical knowledge gained in their coursework to real-world research problems. This helps reinforce their understanding of key concepts and theories in Human Resource Management and related fields.
4. **Communication Skills:** Students are often required to communicate their research findings effectively through presentations, reports, and academic papers. Engaging in a research project helps students develop both oral and written communication skills.
5. **Analytical Skills:** Research projects challenge students to analyze problems from multiple perspectives, evaluate alternative solutions, and make evidence-based decisions. This fosters the development of analytical skills that are valuable in both academic and professional contexts.
6. **Creative Problem-Solving:** Students are encouraged to come up with creative solutions to real-world problems or challenges faced by businesses. This fosters innovation and encourages students to think outside the box.
7. **Professional Development:** Successfully completing a research project in a BA (Human Resource Management) Honours Programme demonstrates a student's ability to independently plan, execute, and report on a research study. This can enhance their resume and prepare them for future academic and professional endeavours.
8. **Contribution to Knowledge:** Depending on the scope and nature of the research project, students may contribute new insights or knowledge to their field of study. This can be particularly valuable for students considering further studies or careers in academia.

## **8.3 Detailed Guidelines and Procedures for the Research Project:**

8.3.1 Students who secure 75% marks and above (equivalently, CGPA 7.5 and above) cumulatively in the first six semesters are eligible to get selected to Honours with Research stream in the fourth year. A relaxation of 5% in marks (equivalently, a relaxation of 0.5 grade in CGPA) is allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled/ Economically Weaker Section (EWS)/ other categories of candidates as per the decision of the UGC from time to time. A faculty member of the University/College with a Ph.D. degree can supervise the research project of the students who have opted for Honours with Research.



One such faculty member can supervise a maximum of five students in the Honours with Research stream in Human Resource Management.

8.3.2 The maximum intake of the department for Honours with Research Programme is fixed by the department based on the number of faculty members eligible for project supervision, and other academic, research, and infrastructural facilities available. If a greater number of eligible students are opting for the Honours with Research Programme than the number of available seats, then the allotment shall be based on the existing rules of reservations and merits. The project proposal, the supervisor, and the institution where the student will undertake the project should be approved in advance by the department council.

8.3.3 In the case of a student enrolled in the BA (Human Resource Management) Honours Degree (Honours) or BA (Human Resource Management) Honours Degree (Honours with Research) Programme, who opts to conduct their project at another institution during semester VIII, they have the option to select all three courses (for an additional 12 credits) as online courses from the approved collection of online courses listed in these guidelines. Additionally, such a student may choose to complete some or all of these three courses in person at the institution where they are conducting their project, provided that the institution allows it.

8.3.4 Each student has to undertake a Project individually under the supervision of a teacher and submit the same following the guidelines stated below:

8.3.5 For the Research project, the student may choose any topic areas belonging to Human Resource Management or an allied discipline. 8.3.6 Students shall appear before the Department Council once every month to make a presentation of the progress of his/her work for evaluation and further guidance, and a progress report to be submitted to the Department.

8.3.7 The student shall make a pre-submission presentation of the research report in the Department. The pre-submission presentation shall be open to all faculty members and honours with research students, and the feedback and comments obtained from the participants may be suitably incorporated.

8.3.8 Research students are encouraged to publish research findings in approved journals. The publication of research findings is not mandatory.

8.3.9 The project report submitted for viva shall contain an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work.

8.3.10 The candidate shall prepare at least two copies of the Research report: one copy for submission to the Department and another copy for the student, which they have to bring with them at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for.

8.3.11 The students shall submit periodic working reports to the Faculty Supervisors in the Institution. Periodic reviews and discussions are compulsory, and Faculty Supervisors are required to submit a brief report to the Head of the Department.

8.3.12 The students are required to submit a soft copy of the draft Project Report to the Faculty Supervisor before the cut-off date notified by the department. Faculty Supervisors, after corrections and suggested changes, shall direct the candidates to submit the final report in the prescribed format.

8.3.13 The project report shall be subject to internal and external evaluation. Internal evaluation shall be carried out by the supervising teacher, and external evaluation is done jointly by the internal examiner and the external examiner (an approved research supervisor) appointed by the College, inclusive of Viva-voce examination. Presentation is also required.

8.3.14 Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if they fail to submit the Project Report for external evaluation. 8.3.15 The student should get a minimum of 40% marks in the aggregate and 40% separately for external for a pass in the project.

8.3.16 There shall be no improvement chance for the marks obtained in the Research Project Report. 8.3.17 In the event of failing to obtain a minimum of 40% marks, students may redo the research project work and resubmit the report along with subsequent exams through the department, following the existing rules of the College examinations.

8.3.18 The evaluation of the Report and Presentation shall be based on the criteria given in the evaluation format.

Components of Evaluation of Project	Weightage	Marks for the Research Project (Honours with Research) 12 Credits / 300 Marks
*Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council	30%	90
**End-semester viva-voce examination to be conducted by the external examiner appointed by the college	50%	50
***Evaluation of the day-to-day records and project report submitted for the end semester viva-voce examination by the external examiner	20%	60
<b>Total</b>	<b>100%</b>	<b>300</b>

## INTERNAL EVALUATION OF RESEARCH PROJECT

8.4.1 \*Criteria for awarding marks for Continuous evaluation of project work through interim presentations and reports by the committee internally constituted by the Department Council

Criteria	Maximum Marks
Adherence to Timeline	10
Quality of Work	10
Problem-Solving Skills	10
Resource Management	10
Documentation and Reporting	10
Ethical Considerations	10
Viva Voce	30
<b>Total</b>	<b>90</b>

## EXTERNAL EVALUATION OF RESEARCH PROJECT

8.4.2 \*\*Criteria for awarding marks for End-semester viva-voce examination to be conducted by the external examiner appointed by the college.

Criteria	Maximum Marks	Sub Total
<b>1 Presentation</b>		
1.1 Problem Formulation and Objectives	10	60
1.2 Research Design and Methodology	10	
1.3 Literature Review	10	
1.4 Data Collection and Analysis	10	
1.5 Results, Findings and Interpretation	20	
2. Quality of the Research Work	20	40
3. Originality and Contribution to knowledge	20	
<b>4. Viva Voce</b>		
4.1 Conceptual Understanding	10	50
4.2 Critical thinking and analysis	10	
4.3 Communication skills	10	
4.4 Depth of knowledge	10	
4.5 Originality and creativity	10	
<b>Total</b>		<b>150</b>

8.4.3 \*\*\* Evaluation of the day-to-day records and research project report submitted for the end semester viva-voce examination by the external examiner

Criteria	Maximum Marks
Relevance	10
Completeness	10
Accuracy	10
Clarity	10
Organization	10
Quality	10
<b>Total</b>	<b>60</b>

## 8.5 Additional Guidelines for the Project

1. Introduction and Overview:
  - Provide an introduction to the research project, including its purpose and objectives.
  - Outline the significance of the research topic within the field of Human Resource Management
  - Provide an overview of the structure of the research project
2. Research Proposal
  - Develop a research proposal that outlines the research questions, objectives, methodology, and timeline for the project.
  - Include a literature review that summarizes existing research relevant to the chosen topic.
  - Specify the research methods and data collection techniques to be used.
3. Data Collection and Analysis:
  - Collect data using appropriate methods such as surveys, interviews, observations, or secondary data analysis.
  - Analyze the collected data using relevant statistical or qualitative analysis techniques.
  - Ensure the accuracy and reliability of the data analysis process.
4. Report Writing

Prepare a comprehensive research report that includes sections such as

  - Introduction
  - Literature review
  - Methodology
  - Results and findings
  - Discussion and analysis
  - Conclusion and recommendations
  - Follow formatting guidelines for the report, including font size, spacing, and citation style
5. Presentation
  - Prepare a presentation of the research project to be delivered to the department.
  - Summarize the key findings, analysis, and conclusions of the research project.
6. Submission and Evaluation:
  - Submit the research report and any accompanying materials according to the specified deadline.
  - The research project may be subject to internal and external evaluation, including review by faculty members and external examiners.
  - Evaluation criteria shall include the quality of the research proposal, methodology, data analysis, presentation, and overall contribution to knowledge in the field of Human Resource Management.

7. Finalization
  - Make any necessary revisions to the research report based on feedback from evaluators.
8. Finalize the research project and submit the final copy of the report.
9. Ethical Considerations:
  - Adhere to ethical guidelines for conducting research.
10. Documentation and Acknowledgment:
  - Include proper documentation of sources
  - Follow citation guidelines to give credit to authors and sources appropriately.

## EVALUATION SCHEME

1. The evaluation scheme for each course contains two parts: internal evaluation (about 30%) and external evaluation (about 70%). Each of the Major and Minor courses is of 4-credits. It is evaluated for 100 marks, out of which 30 marks is from internal evaluation and 70 marks, from external evaluation. Each of the General Foundation course is of 3-credits. It is evaluated for 75 marks, out of which 25 marks is from internal evaluation and 50 marks, from external evaluation.
2. The 4-credit courses (Major and Minor courses) are of two types: (i) courses with only theory and (ii) courses with 3-credit theory and 1-credit practicum.
  - In 4-credit courses with only theory component, out of the total 5 modules of the syllabus, one open-ended module with 20% content is designed by the faculty member teaching that course, and it is internally evaluated for 10 marks. The internal evaluation of the remaining 4 theory modules is for 20 marks.
  - In 4-credit courses with 3-credit theory and 1-credit practicum components, out of the total 5 modules of the syllabus, 4 modules are for theory and the fifth module is for Practicum. The Practicum component is internally evaluated for 20 marks. The internal evaluation of the 4 theory modules is for 10 marks.
3. All the 3-credit courses (General Foundational Courses) in Human Resource Management are with only theory component. Out of the total 5 modules of the syllabus, one open-ended module with 20% content is designed by the faculty member teaching that course, and it is internally evaluated for 5 marks. The internal evaluation of the remaining 4 theory modules is for 20 marks.
4. The students can write the external examinations in Human Resource Management either completely in English or in Malayalam.

Sl. No.	Nature of the Course		Internal Evaluation in Marks (about 30% of the total)		External Exam on 4 modules (Marks)	Total Marks
			Open-ended module / Practicum	On the other 4 modules		
1	4-credit course	only theory (5 modules)	10	20	70	100

2	4-credit course	Theory (4 modules) + Practicum	20	10	70	100
3	3-credit course	only theory (5 modules)	5	20	50	75

## 1. MAJOR AND MINOR COURSES

### 1.1. INTERNAL EVALUATION OF THEORY COMPONENT

Sl. No.	Components of Internal Evaluation of Theory Part of a Major / Minor Course	Internal Marks for the Theory Part of a Major / Minor Course of 4-credits			
		Theory Only		Theory + Practicum	
		4 Theory Modules	Open-ended Module	4 Theory Modules	Practicum
1	Test paper/ Mid-semester Exam	10	4	5	-
2	Seminar/ Viva/ Case Study	6	4	3	-
3	Assignment/Project	4	2	2	-
Total		20	10	10	20*
		30		30	

\* Refer the table in section 1.2 for the evaluation of Practicum component

### 1.2. EVALUATION OF PRACTICUM COMPONENT

The evaluation of Practicum component in Major and Minor courses is completely by internal evaluation.

- Continuous evaluation of Practicum by the teacher-in-charge shall carry a weightage of 50%.
- The end-semester Practicum examination and viva-voce, and the evaluation of Practicum records shall be conducted by the teacher in-charge and an internal examiner appointed by the Department Council.
- The process of continuous evaluation of Practicum courses shall be completed before 10 days from the commencement of the end-semester examination.
- Those who passed in continuous evaluation alone will be permitted to appear for the end-semester examination and viva-voce.
- The scheme of continuous evaluation and the end-semester examination and viva-voce of Practicum component shall be as given below:

Sl. No.	Evaluation of Practicum Component of Credit-1 in a Major / Minor Course	Marks for Practicum	Weightage
1	Continuous evaluation of Practicum/ exercise performed in Practicum classes by the students	10	50%
2	End-semester examination and viva-voce to be conducted by teacher-in-charge along with an additional examiner arranged internally by the Department Council	7	35%
3	Evaluation of the Practicum records submitted for the end semester viva-voce examination by the teacher-in-charge and additional examiner	3	15%
Total Marks		20	

### 1.3. EXTERNAL EVALUATION OF THEORY COMPONENT

External evaluation carries 70% marks. Examinations will be conducted at the end of each semester. Individual questions are evaluated in marks and the total marks are converted into grades by the University based on 10-point grading system (refer section 5)

#### PATTERN OF QUESTION PAPER FOR MAJOR AND MINOR COURSES

Duration	Type	Total No. of Questions	No. of Questions to be Answered	Marks for Each Question	Ceiling of Marks
2 Hours	Short Answer	10	8 – 10	3	24
	Paragraph/ Problem	8	6 – 8	6	36
	Essay	2	1	10	10
Total Marks					70

Question paper setters have the option to include case studies (specifically related to course of study) in the essay questions for both minor and major courses.

### 4. GENERAL FOUNDATION COURSES

- All the General Foundation Courses (3-credits) in Human Resource Management are with only theory component.

#### 4.1. INTERNAL EVALUATION

Sl. No.	Components of Internal Evaluation of a General	Internal Marks of a General Foundation Course of 3-credits in Human Resource
		Management

	Foundation Course in Human Resource Management	4 Theory Modules	Open-ended Module
1	Test paper/ Mid-semester Exam	10	2
2	Seminar/ Viva/ Quiz	6	2
3	Assignment	4	1
Total		20	5
		25	

#### 4.2. EXTERNAL EVALUATION

External evaluation carries about 70% marks. Examinations will be conducted at the end of each semester. Individual questions are evaluated in marks and the total marks are converted into grades by the University based on 10-point grading system (refer section 5).

#### PATTERN OF QUESTION PAPER FOR GENERAL FOUNDATION COURSES

Duration	Type	Total No. of Questions	No. of Questions to be Answered	Marks for Each Question	Ceiling of Marks
1.5 Hours	Short Answer	10	8 – 10	2	16
	Paragraph/ Problem	5	4 – 5	6	24
	Essay	2	1	10	10
Total Marks					50

#### 5.LETTER GRADES AND GRADE POINTS

- Mark system is followed for evaluating each question.
- For each course in the semester letter grade and grade point are introduced in 10-point indirect grading system as per guidelines given below.
- The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester.
- The Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the Programme of study.
- Only the weighted grade point based on marks obtained shall be displayed on the grade card issued to the students.

#### LETTER GRADES AND GRADE POINTS

Sl. No.	Percentage of Marks (Internal & External Put Together)	Description	Letter Grade	Grade Point	Range of Grade Points	Class
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1	95% and above	Outstanding	O	10	9.50 – 10	First Class with Distinction
2	Above 85% and below 95%	Excellent	A+	9	8.50 – 9.49	
3	75% to below 85%	Very Good	A	8	7.50 – 8.49	
4	65% to below 75%	Good	B+	7	6.50 – 7.49	
5	55% to below 65%	Above Average	B	6	5.50 – 6.49	First Class
6	45% to below 55%	Average	C	5	4.50 – 5.49	Second Class
7	35% to below 45% aggregate (internal and external put together) with a minimum of 30% in external valuation	Pass	P	4	3.50 – 4.49	Third Class
8	Below an aggregate of 35% or below 30% in external evaluation	Fail	F	0	0 – 3.49	Fail
9	Not attending the examination	Absent	Ab	0	0	Fail

- When students take audit courses, they will be given Pass (P) or Fail (F) grade without any credits.
- The successful completion of all the courses and capstone components prescribed for the three-year or four-year Programme with 'P' grade shall be the minimum requirement for the award of BA (HUMAN RESOURCE MANAGEMENT) HONOURS Degree or BA (HUMAN RESOURCE MANAGEMENT) HONOURS Degree (Honours) or BA (HUMAN RESOURCE MANAGEMENT) HONOURS Degree (Honours with Research), as the case may be.

### 5.1. COMPUTATION OF SGPA AND CGPA

- The following method shall be used to compute the Semester Grade Point Average (SGPA):

The SGPA equals the product of the number of credits ( $C_i$ ) with the grade points ( $G_i$ ) scored by a student in each course in a semester, summed over all the courses taken by a student in the semester, and then divided by the total number of credits of all the courses taken by the student in the semester,

$$\text{i.e. SGPA (S}_i\text{)} = \frac{\sum_i (C_i \times G_i)}{\sum_i (C_i)}$$

where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course in the given semester. Credit Point of a course is the value obtained by multiplying the credit ( $C_i$ ) of the course by the grade point ( $G_i$ ) of the course.

$$\text{SGPA} = \frac{\sum \text{of the credit points of all the courses } \in \text{ a semester}}{\text{Total credits } \in \text{ that semester}}$$

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**ILLUSTRATION – COMPUTATION OF SGPA**

<b>Semester</b>	<b>Course</b>	<b>Credit</b>	<b>Letter Grade</b>	<b>Grade point</b>	<b>Credit Point (Credit x Grade)</b>
I	Course 1	3	A	8	3 x 8 = 24
I	Course 2	4	B+	7	4 x 7 = 28
I	Course 3	3	B	6	3 x 6 = 18
I	Course 4	3	O	10	3 x 10 = 30
I	Course 5	3	C	5	3 x 5 = 15
I	Course 6	4	B	6	4 x 6 = 24
	<b>Total</b>	<b>20</b>			<b>139</b>
	<b>SGPA</b>				<b>139/20 = 6.950</b>

- The Cumulative Grade Point Average (CGPA) of the student shall be calculated at the end of a Programme. The CGPA of a student determines the overall academic level of the student in a Programme and is the criterion for ranking the students. CGPA for the three-year Programme in PWCFYUGP shall be calculated by the following formula.

$$\text{CGPA} = \frac{\sum \text{of the credit points of all the courses} \in \text{six semesters}}{\text{Total credits} \in \text{six semesters (133)}}$$

CGPA for the four-year Programme in PWCFYUGP shall be calculated by the following formula.

$$\text{CGPA} = \frac{\sum \text{of the credit points of all the courses} \in \text{eight semesters}}{\text{Total credits} \in \text{eight semesters (177)}}$$

- The SGPA and CGPA shall be rounded off to three decimal points and reported in the transcripts.
- Based on the above letter grades, grade points, SGPA and CGPA, the College shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters

## Evaluation Scheme

1. The evaluating scheme for each course contains two parts: internal evaluation (about 30%) and external evaluation (about 70%). Each of the major and minor courses is of 4 credits. It is evaluated for 100 marks, out of which 30 marks is from internal evaluation and 70 marks, from external evaluation. Each of the general foundation course is of 3 credits. It is evaluated for 75 marks, out of which 25 marks is from internal evaluation and 50 marks, from external evaluation.
2. The 4 credit courses (Major and Minor courses) are of two types: (i) courses with only theory and (ii) courses with 3- credit theory 1-credit practical.
  - In 4 credit courses with only theory component, out of the total 5 modules of the syllabus, one open ended module with 20% content is designed by the faculty member teaching that course, and it is internally evaluated for 10 marks. The internal evaluation of the remaining 4 theory modules is for 20 marks.
  - In 4 credit courses with 3 credit theory and 1 credit practical component, out of the total 5 modules of the syllabus, 4 modules are for theory and 5 th module is for practical. The practical component is internally evaluated for 20 marks. The internal evaluation of the 4 theory modules is for 10 marks.
3. All the 3 credit courses (General Foundational courses) in BA Human Resource Management are with only theory component. Out of the total 5 modules of the syllabus, one open ended module with 20 % content is designed by the faculty member teaching that course and it is internally evaluated for 5 marks. The internal evaluation of the remaining 4 theory modules is for 20 marks.
4. The student can write the external examination in BA Human Resource Management in both English and Malayalam language

# Comprehensive Syllabi: Various Courses

## MAJOR COURSES

### BA HUMAN RESOURCE MANAGEMENT HONOURS PROGRAMME SYLLABUS MAJOR PAPERS

#### 1<sup>st</sup> SEMESTER

#### PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS) – FOUR-YEAR UNDERGRADUATE PROGRAMME(PWC-FYUGP)

#### PROGRAMME OUTCOMES (PO):

At the end of the graduate programme at Providence Women's College (Autonomous), a student would:

PO1	Demonstrate a profound understanding of knowledge trends and their impact on the chosen discipline of study
PO2	Become a team player who drives positive change through effective communication, collaborative acumen, transformative leadership, and a dedication to inclusivity
PO3	Demonstrate professional skills to navigate diverse career paths with confidence and adaptability.
PO4	Demonstrate proficiency in varied digital and technological tools to understand and interact with the digital world, thus effectively processing complex information
PO5	Emerge as an innovative problem-solver and impactful mediator, applying scientific understanding and critical thinking to address challenges and advance sustainable solutions
PO6	Become a responsible leader, characterized by an unwavering commitment to human values, ethical conduct, and a fervent dedication to the well-being of society and the environment
PO7	Emerge as a researcher and entrepreneurial leader, forging collaborative partnerships with industry, academia, and communities to contribute enduring solutions for local, regional, and global development.

**PROGRAMME SPECIFIC OUTCOMES (PSO):**

At the end of BA HUMAN RESOURCE MANAGEMENT HONOURS programme at, at Providence Women's College (Autonomous) student would:

PSO 1	Develop an <b>understanding of human resource management theories, principles, and practices.</b>
PSO 2	Understand <b>the dynamics of industrial relations and labour laws and Ethics</b> required for developing a proactive working environment.
PSO 3	Use supportive and appropriate <b>digital technologies in HR to effectively manage the human resources in organization</b> and cope with changing dynamics in the world of business.
PSO 4	Shows <b>research attitude to solve real-world problems</b> related to HRM in accordance with the needs of the industry, in a stipulated time frame.
PSO 5	Enhance <b>strong interpersonal cognitive and leadership skills required for a people manager to develop a constructive work culture.</b>
PSO 6	Demonstrate the necessary <b>critical thinking and conflict management skills to present and communicate</b> innovative solutions and maintain a harmony in the society.

Programme	<b>BA HUMAN RESOURCE MANAGEMENT HONOURS</b>				
Course Code	<b>HRM1CJ101//HRM1MN100</b>				
Course Title	<b>Management Principles and Business Ethics</b>				
Type of Course	Major				
Semester	I				
Academic Level	100-199				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4			48+12=60
Pre-requisites	Critical thinking and ability to analyse problems				
Course Summary	This course provides an in-depth exploration of management principles and practices from evolution to contemporary issues. This course will help students to have a strong foundation in management concepts and skills essential for effective leadership and decision making in diverse organisational setting.				

**Course Outcome (CO):**

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
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CO1	To understand and recall the evolution of management theories.	R	C	Internal Examinations/Review Questions/Quiz/Assignment/Seminar
CO2	To explore the concept of management and develop an understanding of managerial skills	U	C	Internal Examinations/Review Questions/Quiz/Assignment/Seminar
CO3	To investigate the management functions in the context of an organisation.	An	P	Discussions/Internal Examination Examinations/Presentations
CO4	To analyse the effect of globalisation on management principles and practices	E	C	Practical Exposure/Group Activities/Assignments
CO5	To develop practical skills for the application of management concepts in the actual business environment.	Ap	M	Case studies/Situational Analysis/Assignment
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				

Module	Content	Hrs/Unit	Hrs
<b>I</b>	<b>Evolution of Management:</b> Evolution of management;	2	<b>11</b>
	Management as a Science and art;	2	
	Schools of Management Thought;	2	
	Classical Theories;	2	
	Neo-Classical Theories;	1	
	Modern Theories	2	
Module	Content		Hrs
<b>II</b>	<b>Concept of Management:</b> Concept-Nature and scope-Significance;	2	<b>12</b>
	Management skills-Conceptual Skill-Human Relations skill-Technical Skill-Other skills;	2	
	Significance of managerial skills for organisation;	2	
	Levels of Management-Operational Level-Middle Level-Top level;	2	
	Managerial Role;	2	
	Ethics; Concept-Definition-Types of ethics Concept of Business Ethics; Social Ethics-Ethical leader-Importance of ethics	2	
Module	Content		Hrs
<b>III</b>	<b>Functions of Management:</b> Planning-Nature-Objective- Types of Plan-Steps;	2	<b>13</b>
	Organizing-Span of control-Line and staff functions-Organisational structure and strategy- Centralization and Decentralization;	3	
	Coordinating-Delegation	2	
	Staffing-Manpower Planning-Recruitment-Methods-Selection-Selection Techniques-Concept		

	of Training and Development-Performance Management-Employee motivation and need hierarchy theory; Directing-Principles of direction; Controlling-Role of HR in management functions	3 1 2	
<b>Module</b>	<b>Content</b>		<b>Hrs</b>
<b>IV</b>	<b>Globalization and Management Principles:</b> Globalization-Impact of globalisation on management; Crisis management and contingency planning; Agile Organisations; Holacracy and Flat organisational structure; Virtual teams and remote work; Risk Management-Decision making under uncertainty	2 2 2 2 2 2	<b>12</b>
<b>Module</b>	<b>Open-ended</b>		<b>Hrs</b>
<b>V</b>	<ul style="list-style-type: none"> <li>● Podcast (Faculty can decide the topic)</li> <li>● Visit to Management or Business Museum (IIM Calicut)</li> <li>● Students can choose any particular era of management and create a multimedia presentation.</li> <li>● Students will visit an organisation and analyse the roles played by an HR Manager and compare it with the topic 'Managerial Roles', taught in the class.</li> <li>● Analysing real-world cases.</li> <li>● Simulations/Roleplay</li> <li>● Managerial Skill workshop</li> </ul>		<b>12</b>

Suggested Reading:

1. Vasishth, N., & Vasishth, V. (2022). Taxmann's Principles of Management Taxmann. ISBN-13: 978-9356223868.
2. Pillai, R. S. N., & Kala, S. (2013). Principles and Practice of Management ISBN-13: 978-8121941495.
3. Robbins. (2016). Fundamentals of Management: Essential Concepts and Applications, 6th Edition ISBN-13: 978-8131721469.
4. Stoner, J. A. F., Freeman, R. E., Kodwani, A. D., & Gilbert, D. R. (2018). Management, 6th Edition (Revised) ISBN-13: 978-9352865604.
5. Aswathappa, K. (n.d.). Essentials of Business Environment (Text, Cases & Exercises) ISBN-13: 978-9352996810.
6. Tripathi, P. C., Reddy, P. N., & Bajpai, A. (2021). Principles of Management, 7th Edition ISBN-13: 978-9354600630.

## MINOR COURSES

- Minor courses given below should not be offered if students who have taken Human Resource Management as the major discipline
- They should be offered students from other major disciplines only.

### PROVIDENCE WOMEN'S COLLEGE (AUTONOMOUS)

#### FOUR-YEAR UNDERGRADUATE PROGRAMME (PWC-FYUGP)

##### Front Office Management

##### BA HUMAN RESOURCE MANAGEMENT HONOURS

##### PROGRAMME OUTCOMES (PO)

At the end of the graduate program at Providence Women's College (Autonomous), a student would:

PO1	Demonstrate a profound understanding of knowledge trends and their impact on the chosen discipline of study
PO2	Become a team player who drives positive change through effective communication, collaborative acumen, transformative leadership, and a dedication to inclusivity
PO3	Demonstrate professional skills to navigate diverse career paths with confidence and adaptability.
PO4	Demonstrate proficiency in varied digital and technological tools to understand and interact with the digital world, thus effectively processing complex information
PO5	Emerge as an innovative problem-solver and impactful mediator, applying scientific understanding and critical thinking to address challenges and advance sustainable solutions
PO6	Become a responsible leader, characterized by an unwavering commitment to human values, ethical conduct, and a fervent dedication to the well-being of society and the environment
PO7	Emerge as a researcher and entrepreneurial leader, forging collaborative partnerships with industry, academia, and communities to contribute enduring solutions for local, regional, and global development.

At the end of the graduate program at Providence Women's College (Autonomous), a student would:



PSO1	Develop an understanding of human resource management theories, principles and practices.
PO2	Understand the dynamics of industrial relations and labour laws required for developing a proactive working environment.
PSO3	Use supportive and appropriate digital technologies in HR to effectively manage the human resources in organization and cope with changing dynamics in the world of business.
PSO4	Shows research attitude to solve real-world problems related to HRM in accordance with the needs of the industry, in a stipulated time frame.
PSO5	Enhance strong interpersonal cognitive and leadership skills required for a people manager to develop a constructive work culture
PSO6	Demonstrate the necessary critical thinking and conflict management skills to present and communicate innovative solutions and maintain a harmony in the society

Programme	<b>BA HUMAN RESOURCE MANAGEMENT HONOURS</b>				
Course Code	<b>HRM1MN109</b>				
Course Title	<b>FRONT OFFICE MANAGEMENT</b>				
Type of Course	Minor				
Semester	1				
Academic Level	100-199				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4	-	-	48+12=60
Pre-requisites	Foundational knowledge in human resource management and basic functions of management.				
Course Summary	This course explores the roles and responsibilities of front office management within various organizations, focusing on hospitality and service industries. It addresses key areas such as customer service management, reservation systems, guest services, and the use of digital tools in front office operations. The course aims to develop students' capabilities in managing front office tasks efficiently, enhancing customer experience, and maintaining effective communication between different departments.				

COURSE OUTCOME (CO):

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Master front office operations including reservations, guest services, and communication.	Ap	P	<ul style="list-style-type: none"> <li>■ Quiz / Discussion / Seminar/</li> <li>■ Internal examinations</li> <li>■ Assignments</li> <li>■ External Examinations</li> </ul>
CO2	Utilize technology for enhancing operational efficiency and customer satisfaction.	An	P	<ul style="list-style-type: none"> <li>■ Quiz / Discussion / Seminar/</li> <li>■ Assignments</li> </ul>
CO3	Employ effective communication and interpersonal skills to manage diverse customer interactions.	E	C	<ul style="list-style-type: none"> <li>■ Internal examinations</li> <li>■ Assignments</li> <li>■ External Examinations</li> </ul>
CO4	Develop strategies for crisis management and problem-solving in a high-pressure environment.	C	P	<ul style="list-style-type: none"> <li>■ Quiz / Discussion / Seminar/</li> <li>■ Internal examinations</li> <li>■ Assignments</li> <li>■ External Examinations</li> </ul>
CO5	Lead and manage a front office team, promoting a culture of professionalism and continuous improvement.	C	C	<ul style="list-style-type: none"> <li>■ Quiz / Discussion / Seminar/</li> <li>■ Assignments</li> </ul>
<p>* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)</p> <p># - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)</p>				

Module	Content	Hrs
I Module	<b>1. Overview of Front Office Operations:</b>	<b>17</b>
	1.1. Introduction to the role of the front office in hospitality and service sectors.	5
	1.1. Key functions including reservations, check-in and check-out procedures, guest services, and billing.	6
	1.2. The significance of the front office in creating first impressions and its impact on customer satisfaction.	6
	<b>Content</b>	<b>Hrs</b>

II Module	<b>2. Customer Service Excellence:</b>	<b>17</b>
	2.1. Principles of excellent customer service in front office management.	5
	2.2. Handling guest requests, complaints, and issues with professionalism and empathy.	6
	2.3. Training front office staff in customer service best practices.	6
	<b>Content</b>	<b>Hrs</b>
III Module	<b>3. Technology in Front Office Management:</b>	<b>12</b>
	3.1. Exploration of modern technologies like Property Management Systems (PMS), online reservation systems, and customer relationship management (CRM) tools.	7
	3.2. Implementing technology to streamline operations, enhance guest experience, and increase revenue.	5
	<b>Content</b>	<b>Hrs</b>
IV Module	<b>4. Leadership and Team Management:</b>	<b>17</b>
	4.1. Essential leadership qualities for managing a front office team.	5
	4.2. Techniques for effective team building, conflict resolution, and staff motivation.	6
	4.3. Strategies for staff training, scheduling, and performance evaluation.	6
	<b>Open-ended</b>	<b>Hrs</b>
V Module	<b>Case Studies/Assignments/Activity based learning:</b> Real-world case studies focusing on solving operational challenges in front office management/ Group projects to develop a front office operational plan for a hypothetical hotel/Activity-based learning: Role-playing exercises to practice guest interaction and problem resolution.	<b>12</b>

**Suggested Reading:**

- Bardi, J. A. (2011). Hotel Front Office Management. 5th ed. Wiley. ISBN: 978-1118071823.
- Kasavana, M. L., & Brooks, R. M. (2007). Managing Front Office Operations. 8th ed. Educational Institute of the American Hotel and Lodging Association. ISBN: 978-0866123389
- O'Shannessy, V. (2015). Front Office Management for the Veterinary Team. 2nd ed. Elsevier Health Sciences. ISBN: 978-0323261852.
- Abbott, P., & Lewry, S. (1991). Front Office: Procedures, Social Skills, Yield, and Management. Butterworth-Heinemann. ISBN: 978-0750600061.
- Tewari, J. R. (2009). Hotel Front Office Operations and Management. Oxford Book Company. ISBN: 978-8122007907
- Jones, P., & Lockwood, A. (2014). Front Office Operations & Management. Routledge. ISBN: 978-0750657939.
- Rutherford, D. G., & O'Fallon, M. J. (2010). Hotel Management and Operations. 5th ed. Wiley. ISBN: 978-0470177143.
- Singh, A. J. (2007). Managing Hospitality Front Office Operations. 9th ed. Macmillan India. ISBN: 978-0230636223.
- Baker, S., Bradley, P., & Huyton, J. (2000). Principles of Hotel Front Office Operations. Cengage Learning EMEA. ISBN: 978-0826448254.