

Himachal Pradesh University

Programme Structure

Bachelor of Commerce (B. Com) Human Resource Operations Under Apprenticeship Embedded Degree Programme (AEDP)

(As per National Education Policy-2020)

(Three- and Four-Year Course)

Programme Objectives:

- i. **Develop foundational knowledge** in commerce disciplines such as accounting, finance, business law, and economics along with specialized understanding of HR operations.
- ii. **Equip students with practical HR skills** in recruitment, payroll, employee lifecycle management, labour compliance, and HR documentation.
- iii. **Integrate technology in commerce and HR**, enabling students to use HRIS, payroll software, data analytics tools, and digital platforms.
- iv. **Build analytical and decision-making abilities** for solving business and human resource problems using quantitative and qualitative approaches.
- v. **Promote ethical, legal, and socially responsible practices** in business operations and human resource management.
- vi. **Enhance employability and entrepreneurial capabilities** through skill-based training, internships, and industry exposure.
- vii. **Develop communication, interpersonal, and leadership skills** required for managing workforce diversity and organizational relationships.
- viii. **Foster research orientation and continuous learning** in commerce and HR domains to adapt to dynamic business environments.

Programme Outcomes: By the end of the program, graduates will be able to:

PO1 – Commerce & Business Knowledge: Apply concepts of accounting, finance, taxation, and business law in real-world business situations. Demonstrate understanding of business environment, economic policies, and organizational functioning.

PO-2-HR Operations Competency: Perform core HR functions including recruitment, onboarding, payroll processing, attendance management, and employee record maintenance. Apply labour laws and statutory compliance (PF, ESI, Gratuity, Bonus, POSH) in organizational contexts. Manage employee relations, grievance handling, and workplace discipline effectively.

PO-3-Digital & Analytical Skills: Use HR technology tools (HRIS, payroll software, Excel, basic analytics tools) for efficient HR operations. Analyze business and HR data to support managerial decision-making.

PO-4-Professional & Soft Skills: Communicate effectively in business and HR contexts using appropriate professional language and documentation. Demonstrate teamwork, leadership, negotiation, and conflict resolution skills in organizational settings.

PO-4-Ethics & Governance: Exhibit ethical behavior, corporate governance awareness, and compliance with legal frameworks in commerce and HR practices.

PO-5-Employability & Entrepreneurship: Demonstrate job-ready skills for roles such as HR Executive, Payroll Assistant, HR Operations Associate, and Business Assistant. Identify and pursue entrepreneurial opportunities in HR services, consultancy, or business ventures.

PO-6- Lifelong Learning: Adapt to emerging trends such as digital HR, AI in HR, and evolving business practices through continuous learning.

Program Structure

Scheme of Teaching & Evaluation for Bachelor of Commerce (B. Com) Human Resource Operations

Semester I								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
1	B.C.HR101	Organisational Behaviour	DSC – I	2+1+2	70	30	100	4
2	B.C.HR102	Principles of Management	DSC – II	3+1+0	70	30	100	4
3	B.C.HR103	Financial Accounting	MC – I	3+0+2	70	30	100	4
4	B.C.HR MDC - I	To be Chosen from Basket of Subjects	MDC – I	3+0+0	50	25	75	3
5	B.C.HR104	Recruitment & Selection	SEC – I	2+1+0	50	25	75	3
6		(English//Hindi/Sanskrit) To be chosen from the basket of languages	AEC - I	2+0+0	35	15	50	2
Sub-Total (A)					345	155	500	20

Semester II								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
7	B.C.HR105	Industrial Relations	DSC – III	3+0+1	70	30	100	4
8	B.C.HR106	Compensation Management	DSC – IV	3+1+0	70	30	100	4
9	B.C.HR107	Corporate Accounting & Reporting	MC – II	3+0+2	70	30	100	4
10	B.C.HR MDC- II	To be Chosen from Basket of Subjects	MDC – II	3+0+0	50	25	75	3
11	B.C.HR108	Employees Training & Development	SEC – II	2+0+2	50	25	75	3
12		Environment-related Courses (As prepared by the Department of Env. Science)	VAC – I	2+0+0	35	15	50	2
13		As per the guidelines of the University	I/A/P/C	0+0+4			100	4
Sub-Total (B)					345	155	600	24

EXIT OPTION WITH CERTIFICATION

Semester III								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
14	B.C.HR 201	Labour Laws	DSC – V	3+1+0	70	30	100	4
15	B.C.HR 202	HR Analytics	DSC – VI	3+0+2	70	30	100	4
16	B.C.HR 203	Management Accounting	MC – III	4+0+0	70	30	100	4
17	B.C.HR MDC III	To be Chosen from Basket of Subjects	MDC – III	3+0+0	50	25	75	3
18	B.C.HR 204	Direct Tax Laws	SEC – III	3+0+0	50	25	75	3
19		As per the Faculty of Commerce and Management	VAC – II	2+0+0	35	15	50	2
20		(English//Hindi/Sanskrit) To be chosen from the basket of languages	AEC – II	2+0+0	35	15	50	2
Sub-Total (C)					380	170	550	22

Semester IV								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
21	B.C.HR 205	HR Accounting & Auditing	DSC – VII	2+1+2	70	30	100	4
22	B.C.HR 206	Business Application HR Software	DSC – VIII	4+0+0	70	30	100	4
23	B.C.HR 207	Corporate Governance	MC – IIV	4+0+0	70	30	100	4
24	B.C.HR 208	To be Chosen from Basket of Subjects	DSE – I	3+1+0	70	30	100	4
25		As per the Faculty of Commerce and Management	VAC – III	2+0+0	35	15	50	2
26		(English//Hindi/Sanskrit) To be chosen from the basket of languages	AEC – III	2+0+0	35	15	50	2
Sub-Total (D)					350	150	500	20

EXIT OPTION WITH DIPLOMA

Semester V								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
27	B.C.HR 301	Allied course -MOOC (will be notified before the commencement of the semester)	DSC – IX	-	-	-	100	2
28	B.C.HR 302	Apprenticeship in HR Operations	DSC – X	-	-	-	100	20
Sub-Total (E)					-	-	200	22

Semester VI								
Sr. No.	Course Code	Title of the Course	Category of courses	Teaching Hours Per Week (L+T+P)	SEE	CIE	Total Marks	Credits
29	B.C.H 304	Apprenticeship in HR Operations	DSC – XI	-	-	-	100	20
Sub-Total (F)					-	-	100	20
Grand Total								128

EXIT OPTION WITH BACHELOR'S DEGREE

Acronyms Expanded

AEC: Ability Enhancement Course

DSC: Discipline-Specific Core (Course)

SEC-SB/VB: Skill Enhancement Course-Skill Based/ Value-Based

MC: Minor Course

MDC: Multi-Disciplinary Course

VAC: Value Addition Course

DSE: Discipline Specific Elective

SEE: Semester End Examination

CIE: Continuous Internal Evaluation

L+T+P:Lecture + Tutorial + Practical(s)

I/A/P/C:Internship/Apprenticeship/Project/Community Outreach

**Bachelor of Commerce (B.Com) Human Resource Operations
1st Semester**

Course Contents

B.C.HR101– Organisational Behaviour (DSC- I)
B.C.HR 102 –Principles of Management (DSC- II)
B.C.HR 103 – Financial Accounting (MC-I)
B.C.HR Course Code – to be chosen From Basket of Subjects (MDC – I)
B.C.HR 104 - (SEC-I)-Recruitment & Selection
Course Code - AEC – I: To be chosen from the basket of languages

(B.COM) HUMAN RESOURCE OPERATIONS**1st SEMESTER****Organisational Behaviour- DSC – I****Course Code: B.C.HR 101****Exam Duration: 3 hrs****Marks: 70****Lectures: 60**

Course Objectives: The course on Organisational Behaviour aims to develop a comprehensive understanding of how individuals and groups behave within organisations by examining factors such as personality, perception, attitudes, and motivation. It seeks to equip students with insights into group dynamics, teamwork, and interpersonal relationships, while also analysing leadership styles, power structures, and organisational politics. The course further focuses on understanding organisational culture, structure, and processes of change in modern business environments. Additionally, it aims to enhance essential managerial skills such as communication, decision-making, and conflict resolution. By integrating theoretical concepts with practical applications, the course prepares students to address real-world organisational challenges effectively while fostering ethical behaviour, emotional intelligence, and adaptability for professional success.

Course Outcomes: After completion of the course, learners will be able to: demonstrate understanding of the basic concepts of organizational behaviour and their applicability in contemporary organizations.; analyses the various means of managing people at the workplace; interpret the complex nature of human behaviour and group dynamics; critically evaluate leadership styles and strategies and summaries the ways to build supportive organizational culture.

Units	Contents	Hrs
Unit – I Introduction	Organizational Behavior: Concepts and Determinants; Relationship between Management and OB; Emergence of OB; Hawthorne Study; Contributing disciplines of OB; OB models.	15
Unit – II Individual Behaviour	Foundations of Individual Behavior; Personality - Type A/B, Big five personality types, factors influencing personality; Attitude – concept, components, job related attitudes; Learning- concept, theories and reinforcement; Perception and emotions- concept, perceptual process, factors influencing perception, perceptual errors and distortions; Beliefs and values - concept and types: terminal values and instrumental values.	15
Unit – III Communication & Motivation	Communication – Understanding Communication; Persuasive communication; Communication styles; Transactional Analysis (TA), Johari Window. Motivation – Why people work; Need theories (Maslow’s need hierarchy, ERG Theory, McClelland’s Theory); Theory X and Theory Y, Two Factors Theory; Contemporary Theories of motivation (Self-Determination Theory, Goal-setting Theory, Reinforcement Theory, Self-efficacy Theory).	15
Unit – IV Group Behaviour, Leadership and Dynamics of OB	Formation of Groups; Group Behavior - concepts, types- group norms, group roles, and group cohesiveness; Groups Vs Teams; Group decision making – process and types; Organizational conflict – nature, sources, and resolution strategies Leadership - Concept and theories; Styles of leadership; Leadership continuum; Trait, Behavioral and Situational approach; Leadership grid; Contemporary leadership issue. Organizational culture- concept and determinants; Organizational change-importance, types of change, resistance to change, managing change; Stress- individual and organizational factors, prevention and management of stress.	15

Suggested Readings:

- Greenberg, J. (2015). Behavior in organizations. Pearson Education India. Tenth edition
 - Hersey, P. K., Blanchard, D., & Johnson, D. (2013). Management of organizational Behavior. Pearson.
 - Pareek, U. (2014). Understanding Organizational Behavior. Oxford University Press.
 - Robbins, S. T., Judge, T. A. (2019). Essentials of organizational Behavior. Pearson.
 - Singh, A. K., & Singh, B. P. Organizational Behavior. New Delhi: Excel Books Pvt. Ltd.
 - Singh, K. (2015). Organizational Behavior: Texts & Cases (3rd Edition). India: Pearson.
- Additional Resources

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
DSC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one.</p> <p>Part- B will have two questions from Module II of the syllabus and the students have to attempt any one.</p> <p>Part- C will have two questions from Module III of the syllabus and the students have to attempt any one.</p> <p>Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one.</p> <p>Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS**1st SEMESTER****Principles of Management- DSC – II****Course Code: B.C.HR. 102****Exam Duration: 3 hrs****Marks: 70****Lectures: 60**

Course Objectives: The course aims to develop a foundational understanding of the evolution and principles of management thought, covering classical, neo-classical, and modern theories. It seeks to familiarise students with key management thinkers and their contributions, while enabling them to analyse the relevance of various management approaches in contemporary organisational settings. The course also focuses on building conceptual clarity regarding managerial functions such as planning, organising, leading, and controlling. Additionally, it aims to enhance critical thinking and decision-making skills by applying theoretical frameworks to real-world business situations.

Course Outcomes: Upon successful completion of the course, students will be able to understand and explain the evolution of management theories and the contributions of major thinkers. They will be able to analyse and compare different management approaches and assess their applicability in modern organisations. Students will develop the ability to apply managerial functions effectively in practical scenarios and demonstrate improved problem-solving and decision-making skills. Furthermore, they will be able to evaluate organisational practices using theoretical perspectives and adapt management concepts to dynamic business environments.

Units	Contents	Hrs
Unit – I Management Theory	Introduction-Meaning and importance of Management-Managerial Functions- Popular Management Thinkers-Evolution of the Management thoughts: Classical organizational theories-Neo Classical Theories-Modern organizational theories.	15
Unit – II Planning & Organizing	Introduction-Meaning-Nature-Purpose-Types of plans-Planning process; Strategic planning: Concept-Process-Importance and Limitations; Environmental Analysis and diagnosis: Meaning importance and Techniques (SWOT/TOWS/WOTS-UP-BCG Matrix-Competitor Analysis); Decision-making-Concept-Importance-Committee and Group decision making Process. Introduction-Meaning-Concept and Process of Organizing – An Overview-Span of management-Different types of authority (line, staff and functional)-Decentralization-Delegation of authority; Formal and Informal Structure-Principles of Organizing; Network Organization Structure.	15
Unit –III Staffing & Directing	Introduction-Staffing: Concept of Staffing-Staffing Process; Motivation: Concept- Importance extrinsic and intrinsic motivation-Major Motivation theories: Maslow’s Need-Hierarchy Theory Herzberg’s Two-factor Theory-Vroom’s Expectation Theory; Leadership: Concept-Importance Major theories of Leadership (Rensis Likert theory, Blake and Mouten’s Managerial Grid theory, House’s Path Goal theory, Fred Fielder’s situational Leadership), Transactional leadership, Transformational Leadership, Transforming Leadership;	15
Unit – IV Controlling	Control: Concept-Process-Limitations Principles of Effective Control-Major Techniques of control – Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.	15

Suggested Readings

- Harold Koontz and Heinz Weihrich (2017), Essentials of Management: An International and Leadership Perspective, McGraw Hill Education, 10th Edition.
- 2. Stephen P Robbins and Madhushree Nanda Agrawal (2009), Fundamentals of Management: Essential Concepts and Applications, Pearson Education, 6th Edition.
- 3. James H. Donnelly, (1990) Fundamentals of Management, Pearson Education, 7th Edition.
- 4. B.P. Singh and A.K.Singh (2002), Essentials of Management, Excel Books
- 5. P C Tripathi & P N Reddy (2005), Principles of Management, TMH Publications, 3rd Edition.
- 6. Koontz Harold (2004), Essentials of Management, Tata McGraw Hill.

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
DSC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations =10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one. Part- B will have two questions from Module II of the syllabus and the students have to attempt any one. Part- C will have two questions from Module III of the syllabus and the students have to attempt any one. Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one. Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS**1st SEMESTER****Financial Accounting– (MC-I)****Course Code: B.C.HR. 103****Exam Duration: 3 hrs.****Marks: 70****Lectures: 60**

Course Objectives: This course is designed to develop a strong conceptual foundation in financial accounting and to equip learners with the skills required to record various business transactions systematically and prepare financial statements in accordance with accepted accounting principles.

Course Outcomes: The course enables students to develop a comprehensive understanding of accounting principles and practices, beginning with the ability to explain fundamental concepts, objectives, and conventions of accounting and apply the double-entry system for recording transactions. It further equips learners to prepare and interpret financial statements of sole proprietors, including Trading Account, Profit & Loss Account, and Balance Sheet, for evaluating business performance. Students gain proficiency in calculating and accounting for depreciation using various methods and in preparing financial statements of non-profit organisations such as Receipts & Payments Account and Income & Expenditure Account. Additionally, the course develops practical skills in using computerised accounting systems, enabling students to operate software like Tally ERP 9, create companies and ledgers, record transactions digitally, and generate financial reports, thereby enhancing their readiness for real-world accounting applications.

Units	Contents	Hrs
Unit I Introduction to Accounting	Introduction-Meaning and Scope of Accounting, Users of Accounting Information, Cash and Accrual Basis-Branches of Accounting-Accounting, GAAP, Principles-Concepts and Conventions-Accounting Standards-Indian Accounting Standards (IND AS). Capital & Revenue; Basic Knowledge of GST. Accounting Process from recording of business transactions to preparation of Trial Balance including adjustments.	10
Unit II Financial Statements of Sole Proprietors	Introduction-Meaning of Sole Proprietor-Financial Statements of Non-Manufacturing Entities: Trading Account-Income Statement/Profit & Loss Account-Balance Sheet; Financial Statements of Manufacturing Entities: Manufacturing Account-Trading Account-Profit & Loss account- Balance Sheet.	10
Unit III Depreciation Accounting & Accounting for non-Profit organisations	The Accounting Concept of Depreciation; Factors in the Measurement of Depreciation; Methods of Computing the Depreciation; Change in the method of charging Depreciation: with Prospective and retrospective effect of change. Meaning of non-profit organisation; Receipt & Payment account, Income & expenditure account; Balance Sheet.	10
Unit IV Computerised accounting System	Meaning & Features of Computerised Accounting, Advantages & Limitations, Introduction to Tally ERP 9 / Tally Prime, Company Creation & Configuration Groups, Ledgers & Inventory Creation , Voucher Entry System , GST in Tally, Bank Reconciliation ,Payroll Accounting Basics , Financial Reports Generation , Data Backup & Security	10

Practical	Practical exposure forms a core component, where students perform real-time entries, simulate business transactions, and generate reports using Tally. This helps in developing employability skills required for roles such as accounts assistant, tally operator, and junior accountant.	20
------------------	--	----

Suggested Readings:

- SP Iyengar (2005), Advanced Accounting, Sultan Chand & Sons, Vol. 1.
- Robert N Anthony, David Hawkins, Kenneth A. Merchant, (2017) Accounting: Text and Cases, McGraw-Hill Education, 13th Edition.
- Charles T. Horngren and Donna Philbrick, (2013) Introduction to Financial Accounting, Pearson Education, 11th Edition.
- J.R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi, 32nd Edition.
- S.N. Maheshwari, and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi, 6th Edition.
- B.S. Raman (2008), Financial Accounting Vol. I & II, United Publishers & Distributors
- Compendium of Statements and Standards of Accounting. The Institute of Chartered Accountants of India, New Delhi.
- Financial Accounting: Kalyani Publishers • Financial Accounting: VK Publishers

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
MC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one. Part- B will have two questions from Module II of the syllabus and the students have to attempt any one. Part- C will have two questions from Module III of the syllabus and the students have to attempt any one. Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one. Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS
1st SEMESTER

Recruitment & Selection (SEC – I)

Course Code: B.C.HR. 104

Exam Duration:
2 Hours

Marks: 50

Lectures:
45

Course Objectives: The course aims to develop a comprehensive understanding of human resource planning and its role in organizational effectiveness. It seeks to equip students with knowledge of recruitment processes, sources, and modern practices such as e-recruitment and inclusive hiring. The course also focuses on developing skills related to selection techniques including testing, interviewing, and assessment centres. Further, it aims to familiarize students with recruitment strategies, along with methods of evaluating recruitment effectiveness. Additionally, the course intends to provide insights into employee relations, and relevant legal and contemporary issues in human resource management.

Course Outcomes: After completing this course, students will be able to understand and apply the concepts of human resource planning, job analysis, and recruitment processes in organizations. They will be capable of identifying appropriate sources and methods of recruitment and conducting effective selection procedures including tests and interviews. Students will gain the ability to design and evaluate recruitment and selection strategies, as well as understand onboarding practices. They will also be able to address issues related to employee relations, discipline, and grievance handling. Further, students will develop awareness of legal provisions and contemporary trends influencing recruitment and selection in modern organizations.

Units	Contents	Hrs
Unit-I Human Resource Planning and Recruitment	Concept, definition, issues, and challenges of Human Resource Planning (HRP), HRP process and demand and supply forecasting methods. Job analysis, its steps, methods, job description, and job specification. Concept of recruitment, factors affecting recruitment, and methods and sources of recruitment including internal and external sources. Modern approaches such as e-recruitment and inclusive recruitment	10
Unit-II Selection Process and Techniques	Meaning & Definition of Selection; Process of selection including review of applications, application blank, and weighted application blank. Selection tests such as personality and technical tests, test design, and the concepts of reliability and validity. Employment interviews (structured, unstructured, behavioural, group and individual interviews), guidelines for interviewers, pre-employment checks, and assessment centres.	10
Unit – III Recruitment & Selection Strategies, Legal & Contemporary Issues	Recruitment strategies at worker, middle, and senior levels, and the role of exit interviews. Evaluation of recruitment and selection in terms of budget, time, and acceptance rate, along with the employee onboarding process. Legal aspects such as Apprenticeship Act, Employment Act, Contract Labour Regulation & Abolition Act, and Child Labour Abolition Act. Contemporary issues such as job sculpting, employer branding, and alternatives to recruitment are also discussed.	25

Suggested Readings:

- i. Roberts, G. (1997). Recruitment and selection: A competency approach. CIPD Publishing.
- ii. Billsberry, J. (2000). Finding and keeping the right people (2nd ed.). Prentice Hall.
- iii. Bratton, J., & Gold, J. (2017). Human resource management: Theory and practice (6th ed.). Palgrave Macmillan.

- iv. Lievens, F., & Chapman, D. (2019). Recruitment and selection. In Wilkinson, A., Bacon, N., Snell, S., & Lepak, D. (Eds.), The SAGE handbook of human resource management (pp. 123–150). Sage.
- v. Dessler, G. (2020). Human resource management (16th ed.). Pearson.
- vi. Armstrong, M., & Taylor, S. (2020). Armstrong's handbook of human resource management practice (15th ed.). Kogan Page.
- vii. Aswathappa, K. (2021). Human resource management: Text and cases (9th ed.). McGraw Hill Education.
- viii. Gupta, C. B. (2019). Human resource management. Sultan Chand & Sons.

Structure of Paper Setting, Assessment, and Evaluation

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
SEC	3	There shall be Three Modules (I, II, III) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each paper in a Course shall be of 75 Marks.</p> <p>Internal Assessment= 25 Marks End-Semester Examination = 50 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 10 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 4 Parts (A, B, C, D) and the examiner will set 7 Questions in total from all the Modules (I, II, III) in total.</p> <p>Part- A will have two questions of 12 Marks each from Module I of the syllabus and the students have to attempt any one.</p> <p>Part- B will have two questions of 12 Marks each from Module II of the syllabus and the students have to attempt any one.</p> <p>Part-C will have two questions of 12 Marks each from Module III of the syllabus and the students have to attempt any one.</p> <p>Part- D will have 10 Short Answer questions of 2 each from all Modules (I, II, III), and the students have to attempt any 7 in total.</p>	2 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS
2nd Semester

Course Contents

B.C.HR 105 – Industrial Relations (DSC-III)
B.C.HR 106 – Compensation Management (DSC-IV)
B.C.HR 107 – Corporate Accounting & Reporting (MC-II)
B.C.HR Course Code – To be chosen from Basket of Subjects (MDC – II)
B.C.HR 108 – Employees Training & Development (SEC-II)
Course Code - VAC – I: Environment-related course (As prepared by the Department of Env. Science)
Course Code - I/A/P/C As per the guidelines of the University

(B.COM) HUMAN RESOURCE OPERATIONS**2nd SEMESTER****Industrial Relations (DSC-III)****Course Code: B.C.HR 105****Exam Duration: 3 hrs****Marks: 70****Lectures: 60**

Course Objectives: The course aims to develop a comprehensive understanding of the concept, scope, and significance of industrial relations in modern organizations. It seeks to familiarize students with various approaches to industrial relations and the industrial relations system, including key stakeholders such as employers, employees, and government. The course also intends to equip learners with knowledge of industrial disputes, trade unions, and collective bargaining mechanisms, along with the importance of workers' participation in management and employee discipline. Further, it focuses on building awareness of labour legislation in India, enabling students to understand legal provisions related to industrial harmony, worker welfare, and dispute resolution.

Course Outcomes: After completing this course, students will be able to explain the concept, importance, and influencing factors of industrial relations and analyze different theoretical approaches. They will be able to identify and evaluate the roles of various stakeholders in the industrial relations system. Students will gain the ability to analyze causes and consequences of industrial disputes and suggest appropriate preventive and settlement measures. They will also be able to assess the role and functioning of trade unions and collective bargaining practices. Further, learners will demonstrate understanding of workers' participation in management and employee discipline systems, including grievance handling procedures. Finally, students will be able to interpret and apply key provisions of major labour laws in India in practical industrial contexts.

Units	Contents	Hrs
Unit 1 Introduction and Approaches to Industrial Relations	Concept, objectives, and significance of industrial relations, key factors influencing industrial relations. various approaches to industrial relations, the foundational understanding of industrial relations including psychological, sociological, ethical, and Gandhian approaches.	15
Unit 2 Industrial Relations System and Disputes	Industrial relations system, including the actors and parties involved and the factors affecting industrial relations. Industrial disputes, their causes and effects, and preventive measures. Trade unions, covering their objectives, functions, classification, and the internal and external challenges.	15
Unit 3 Workers' Participation and Employee Discipline	Workers' participation in management (WPM), including its meaning, forms, levels, and benefits. Concept of employee discipline, covering the objectives, and aspects of discipline, causes of indiscipline, and the essentials of a good disciplinary system. Employee grievances, including their concept, causes, sources, and the grievance redressal procedure.	15
Unit 4 Labour Legislation in India	The Factories Act, 1948: objectives and provisions related to health, safety, and welfare of workers. The Industrial Disputes Act, 1947: objectives, key definitions (industry, workmen, strike, lockout, layoff, retrenchment), and dispute resolution mechanisms and authorities. The Trade Unions Act, 1926: objectives, registration and recognition of trade unions, legal protections, and collective bargaining (concept, principles, and forms). Wages Legislation in India: Payment of wages Act, 1936. Equal Remunerations Act, 1976, Employees Provident Fund	15

	Act,1952, Payment of Bonus Act, 1965 and Payment of Gratuity Act, 1972.	
--	---	--

Suggested Readings:

Bhattacharya, D. K. (2016). *Industrial relations*. Oxford University Press.

Budd, J. W. (2020). *Labor relations: Striking a balance* (6th ed.). McGraw-Hill Education.

Cascio, W. F. (2018). *Managing human resources: Productivity, quality of work life, profits* (11th ed.). McGraw-Hill Education.

Dundon, T., & Rollinson, D. (2011). *Understanding employment relations* (2nd ed.). McGraw-Hill Education.

Monappa, A. (2012). *Industrial relations and labour laws*. McGraw-Hill Education India.

Salamon, M. (2000). *Industrial relations: Theory and practice* (4th ed.). Pearson Education.

Sharma, A. M. (2016). *Industrial relations: Conceptual and legal framework*. Himalaya Publishing House.

Venkata Ratnam, C. S. (2017). *Industrial relations*. Oxford University Press.

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
DSC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one.</p> <p>Part- B will have two questions from Module II of the syllabus and the students have to attempt any one.</p> <p>Part- C will have two questions from Module III of the syllabus and the students have to attempt any one.</p> <p>Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one.</p> <p>Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS**2nd SEMESTER****Compensation Management - DSC – IV****Course Code: B.C.HR. 106****Exam Duration: 3 hrs****Marks: 70****Lectures: 60**

Course Objectives: The course aims to develop a comprehensive understanding of compensation management systems and their role in organizational effectiveness. It seeks to familiarize students with the concept, components, and types of compensation, along with various methods of wage payment. The course also intends to provide knowledge of compensation planning, system design, and theoretical foundations influencing employee motivation and retention. Further, it focuses on understanding the legal framework governing wages and employee benefits in India, including key labour laws. Additionally, the course aims to equip learners with insights into pay systems, incentive schemes, and employee benefit programs, enabling them to design equitable and competitive compensation structures.

Course Outcomes: After completing this course, students will be able to explain the concepts, objectives, and components of compensation management and evaluate different types of compensation. They will be able to analyze and apply various wage payment methods and compensation planning techniques. Students will gain the ability to critically examine compensation theories and design effective compensation systems aligned with organizational goals. They will also be able to interpret and apply relevant labour laws related to wages and employee benefits in India. Further, learners will demonstrate the ability to evaluate different pay systems and incentive plans and design suitable compensation packages. Finally, students will be able to assess employee benefit programs and develop comprehensive benefit structures to enhance employee satisfaction and retention.

Units	Contents	Hrs
Unit – I Introduction to Compensation Management	Meaning, objectives, and factors affecting compensation. Types of compensation, including direct and indirect compensation, major components of wages. Various methods of wage payment, such as time rate system, piece rate system, and monthly wage systems.	15
Unit – II Compensation Management and Theoretical Framework	Compensation planning for both workers and managers, Compensation system design issues. Theories of compensation, including the Two-Factor Theory and ERG Theory, and highlights the role of compensation as a strategy for employee retention.	15
Unit – III Legal Framework and Pay Systems	Legal aspects of compensation in India, including the Minimum Wages Act, Equal Remuneration Act, and the Employees' Provident Fund & Miscellaneous Provisions Act, 1952 (covering definitions, administration, pension scheme, and deposit-linked insurance). Various pay systems, such as performance-based pay and skill-based pay, along with wage policy at the organizational level.	15
Unit – IV Incentives and Employee Benefits	Concept, objectives, and limitations of incentive plans, including both individual and group incentives. Individual incentive plans (straight piece rate, standard hour plan, Halsey premium plan, profit sharing, stock options) and Group incentive plans (Taylor differential piece rate system and Priestman's plan). Employee benefits, including benefit need analysis, funding of benefits, employee benefit programs, security benefits, and designing benefit packages	15

Suggested Readings:

Singh, B. D. (2018). *Compensation management and employee welfare*. Excel Books.

Milkovich, G. T., Newman, J. M., & Gerhart, B. (2017). *Compensation* (12th ed.). McGraw-Hill Education.

Armstrong, M. (2020). *Armstrong's handbook of reward management practice* (7th ed.). Kogan Page.

Bhatia, S. K. (2018). *Human resource management: A practical approach*. Deep & Deep Publications.

Dessler, G. (2020). *Human resource management* (16th ed.). Pearson.

Gomez-Mejia, L. R., Balkin, D. B., & Cardy, R. L. (2016). *Managing human resources* (8th ed.). Pearson.

Gupta, C. B. (2019). *Human resource management* (19th ed.). Sultan Chand & Sons.

Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2021). *Fundamentals of human resource management* (9th ed.). McGraw-Hill Education.

Sharma, A. M. (2017). *Personnel and human resource management*. Himalaya Publishing House.

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
DSC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one. Part- B will have two questions from Module II of the syllabus and the students have to attempt any one. Part- C will have two questions from Module III of the syllabus and the students have to attempt any one. Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one. Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS**2nd SEMESTER****Corporate Accounting & Reporting —MC-II****Course Code: B.C.HR. 107****Exam Duration: 3 hrs****Marks: 70****Lectures: 60**

Course Objectives: The course aims to develop a fundamental understanding of corporate accounting principles and practices applicable to companies. It focuses on familiarizing students with the accounting procedures for share capital transactions, including issue, forfeiture, and reissue of shares, as well as debentures and their accounting treatment. The course also seeks to provide knowledge of valuation concepts such as goodwill and shares, and the preparation of company final accounts in accordance with applicable norms. Further, it aims to build analytical skills required for understanding financial statements of companies and their interpretation in a corporate context and corporate reporting procedure.

Course Outcomes: After completing this course, students will be able to understand and apply basic corporate accounting concepts and principles in practical situations. They will be able to record and analyze transactions related to share capital and debentures, including their issue and redemption. Students will gain the ability to prepare company final accounts and financial statements as per prescribed formats. They will also be able to calculate and evaluate the valuation of goodwill and shares using appropriate methods. Finally, learners will develop the competence to interpret financial information of companies and apply it for decision-making and academic purposes.

Units	Contents	Hrs
Unit – I Introduction to Corporate Accounting	Preparation and Presentation of Financial Statements – Schedule III of the Companies Act, 2013 General Instructions for the preparation of Balance Sheet and Profit and Loss Account Presentation of Balance Sheet – Part-I ; Form of Balance Sheet – Disclosure Requirement: Schedules Forming Part of Financial Statements/ Annual Report – Part II-Form of Statement of Profit & Loss – General Instructions For Preparation of Statement of Profit & Loss – True & Fair View of Financial Statements	15
Unit II Accounting for Share Capital & Debentures	Share Capital- Meaning, Types and Disclosure; Issue of Shares; Accounting treatment of premium; Forfeiture and Re-issue of Shares; Buyback of Shares, Bonus Shares, ESOPs, ESPS – Rights Issue, Sweat Equity Shares, Redemption and Conversion, Capital Redemption Reserve; Underwriting Introduction, Kinds of Debentures, Issue of Debentures at – Par – Premium – Discount, Issue of Debentures for Consideration Other than Cash – Issue of Debentures as Collateral Security, Debenture Interest Treatment of Discount/loss on Issue of Debentures, Redemption of Debentures – Par – Premium – Discount Conversion of Debentures, Purchase of Debentures in the open market	15
Unit – III Final Accounts of Company; Valuation of Goodwill and Shares	Preparation of profit and loss account and balance sheet of corporate entities, excluding calculation of managerial remuneration, Disposal of company profits. Concepts and calculation of valuation of goodwill and shares:	15
Unit -IV Cash Flow Statement & Corporate	Introduction to Cash Flow Statement – Types of Cash Flows in CFS – Adjustments in Cash Flow Statement – Preparation of Cash Flow Statement – Different Methods applied in Cash Flow Statement – Utility & Limitations of CFS, Various Requirements of Corporate Reporting – Auditor’s Report & Director’s Report – Disclosure on Notes to Accounts – Value Added Statements and its Advantages –	15

Financial Reporting	Extracts of Value-Added Statements – Economic Value-Added (EVA) and its Advantages – Market Value-Added and its advantages – Shareholders' Value-Added and its Advantages	
----------------------------	---	--

Suggested Readings:

1. J.R. Monga, Fundamentals of Corporate Accounting. Mayur Paper Backs, New Delhi.
2. M.C. Shukla, T.S. Grewal, and S.C. Gupta. Advanced Accounts. Vol.-II. S. Chand & Co.,
3. S.N. Maheshwari, and S. K. Maheshwari. Corporate Accounting. Vikas Publishing House,
4. Ashok Sehgal, Fundamentals of Corporate Accounting. Taxman Publication, New Delhi.
5. P. C. Tulsian and Bharat Tulsian, Corporate Accounting, S. Chand Publications.
6. Amitabha Mukherjee, Mohammed Hanif, Corporate Accounting, McGraw Hill Education
7. Corporate Accounting: Kalyani Publishers
8. Corporate Accounting: VK Publishers

Note: Structure of Paper Setting, Assessment and Evaluation.

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
MC	4	There shall be Four Modules (I, II, III, IV) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Paper in the Course shall be of 100 Marks.</p> <p>Internal Assessment = 30 Marks End-Semester Examination = 70 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 15 Marks Assignments and Presentations =10 Marks</p>	<p>There will be 5 Parts (A, B, C, D, E) and the examiner will set 9 Questions in total from all the Modules (I, II, III, IV) in total and each question shall carry 14 Marks.</p> <p>Part- A will have two questions from Module I of the syllabus and the students have to attempt any one.</p> <p>Part- B will have two questions from Module II of the syllabus and the students have to attempt any one.</p> <p>Part- C will have two questions from Module III of the syllabus and the students have to attempt any one.</p> <p>Part- D will have two questions from Module IV of the syllabus and the students have to attempt any one.</p> <p>Part- E will have 10 Short Answer questions from all Module (I, II, III, IV) and the students have to attempt any 7 in total carrying 2 Marks each.</p>	3 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS**2nd SEMESTER****Employees Training & Development- SEC – II****Course Code: B.C.HR. 108****Exam Duration: 2 hrs****Marks: 50****Lectures: 45**

Course Objectives: The course aims to provide a comprehensive understanding of the concept, need, and importance of training and development in organizations. It focuses on developing knowledge of training needs assessment (TNA) and the systematic identification of skill gaps at individual and organizational levels. The course seeks to equip students with the ability to design, develop, and implement effective training programmes, including the selection of appropriate methods and techniques. It also aims to familiarize learners with evaluation mechanisms for training effectiveness, including cost-benefit analysis and standard evaluation models. Further, the course introduces management development practices and highlights the role of technology and digital platforms in modern training systems.

Course Outcomes: After completing this course, students will be able to explain the concepts, principles, and significance of training and development in organizational settings. They will be able to conduct training needs assessment and identify appropriate interventions for performance improvement. Students will gain the ability to design and develop structured training programmes, including curriculum, materials, and delivery methods. They will also be able to implement and evaluate training programmes using appropriate tools and models, such as the Kirkpatrick framework. Further, learners will demonstrate the ability to analyze training costs and measure effectiveness. Finally, students will be able to apply management development techniques and leverage digital tools for modern training solutions.

Units	Contents	Hrs
Unit - I Introduction to Training and Development & Needs Assessment	Definition, need, and importance of training, along with the principles of training and development. The skills required for trainers, the difference between training, development, and education, and the types of learning (KSA: Knowledge, Skills, Attitudes). Training needs assessment (TNA), covering training and non-training needs, types and determination of training needs, the role of external agencies, and the TNA model as a systematic approach.	15
Unit – II Designing and Developing Training Programmes	Design and development of training programmes, including assessing curriculum and organizational training needs. Key considerations and constraints in designing training programmes, developing training materials, and formulating objectives. Identifying trainees and trainers, and various training methods, including on-the-job and off-the-job techniques.	15
Unit – III Implementation and Evaluation of Training; Management Development and Training in the Digital Age	Implementation of training programmes, including pilot runs, dry runs, and transfer of training. Evaluation of training and development programmes, the evaluation process, and cost analysis of training. Types of evaluation data (process and outcome), and methods of measuring training effectiveness, including the Kirkpatrick Four-Level Model. Concept and objectives of management development, along with various techniques and challenges in management development. Training and development in the information age, including online training systems and flexible training modules, emphasizing modern approaches to learning and development.	15

Suggested Readings

Blanchard, P. N., & Thacker, J. W. (2013). *Effective training: Systems, strategies, and practices* (4th ed.). Pearson.

Dessler, G. (2020). *Human resource management* (16th ed.). Pearson.

Goldstein, I. L., & Ford, J. K. (2002). *Training in organizations: Needs assessment, development, and evaluation* (4th ed.). Wadsworth.

Noe, R. A. (2020). *Employee training and development* (8th ed.). McGraw-Hill Education.

Rae, L. (2004). *Training and development* (4th ed.). Jaico Publishing House.

Rothwell, W. J., & Kazanas, H. C. (2004). *Improving on-the-job training: How to establish and operate a comprehensive OJT program* (2nd ed.). Pfeiffer.

Saks, A. M., & Haccoun, R. R. (2019). *Managing performance through training and development* (7th ed.). Nelson Education.

Sharma, A. M. (2017). *Training and development*. Himalaya Publishing House.

Singh, B. D. (2017). *Training and development*. Excel Books.

Note: Structure of Paper Setting, Assessment, and Evaluation

Name of Course	Credits	Structure of Each Paper	Division of Marks	Paper Pattern for End-Semester Examination	Duration of the Examination
SEC	3	There shall be Three Modules (I, II, III) in the syllabus of each paper.	<p>The evaluation shall be Continuous and Comprehensive Evaluation (CCE). Each paper in a Course shall be of 75 Marks.</p> <p>Internal Assessment= 25 Marks End-Semester Examination = 50 Marks</p> <p>INTERNAL ASSESSMENT Attendance = 05 Marks Class Test = 10 Marks Assignments and Presentations = 10 Marks</p>	<p>There will be 4 Parts (A, B, C, D) and the examiner will set 7 Questions in total from all the Modules (I, II, III) in total.</p> <p>Part- A will have two questions of 12 Marks each from Module I of the syllabus and the students have to attempt any one. Part- B will have two questions of 12 Marks each from Module II of the syllabus and the students have to attempt any one. Part-C will have two questions of 12 Marks each from Module III of the syllabus and the students have to attempt any one. Part- D will have 10 Short Answer questions of 2 each from all Modules (I, II, III), and the students have to attempt any 7 in total.</p>	2 Hours

- **Pass Marks of each subject:** 40 % Aggregate and minimum 35% in each individual component (Term End Exams, Practical, Internal Assessment (IA)) of each subject.
- The class test of all types of courses must be scheduled once 50% of the syllabus is covered.

(B.COM) HUMAN RESOURCE OPERATIONS
3rd Semester

Course Contents

B.C.HR 201 Labour Laws
B.C.HR 202 HR Analytics
B.C.HR 203 Management Accounting
Course Code - B.C.HR MDC – III: To be chosen from Basket of Subjects
B.C.HR 204 Direct Tax Laws
Course Code - VAC–II: As per the faculty of commerce and management
Course Code –AEC–II: To be chosen from the basket of languages

(B.COM) HUMAN RESOURCE OPERATIONS
4thSemester

Course Contents

B.C.HR 205 HR Accounting & Auditing
B.C.HR 206 Business Application HR Software
B.C.HR 207 Corporate Governance
B.C.HR 208 To be chosen from Basket of Subjects
Course Code - VAC-III: As per the faculty of commerce and management
Course Code – AEC-III: To be chosen from the basket of languages

(B.COM) HUMAN RESOURCE OPERATIONS
5th Semester

Course Contents

B.C.HR 301 Allied Course: MOOC

B.C.HR 302 Apprenticeship in Store Operations
--

(B.COM) HUMAN RESOURCE OPERATIONS
6th Semester

Course Contents

B.C.HR 304 Apprenticeship in Store Operations
--

Recommendations:

1. The course is aligned with NEP, 2020, so it should be introduced with the adoption and implementation of NEP, 2020 only.
2. Comprehensive infrastructure having E-Classrooms and specialised exclusive faculty for teaching and mentoring this programme, like Professor of Practice and Industry Experts required in respective HEI.
3. The course is suitable for the self-financing mode.
4. Clear and well-defined role, responsibility, and accountability of CRISP/Mediating Apprentice Training Agency, regarding industry apprenticeship to ensure the mental, financial, and physical health of students through a proper contract between CRISP/Mediating Apprentice Training Agency and the Department of Education/GoHP.
5. UGC/Competent Body of Governing Higher Education of Universities in India's guidelines on the AEDP programme will be final and followed in spirit while dealing with any matter or dispute in this programme.
6. Tripartite Agreements mentioned in the AEDP programme should be signed at the University/Department of Education Level on behalf of all HEIs running this UG Programme to create a comprehensive umbrella of industries providing apprenticeship.
