

AC –
Item No. –

As Per NEP 2020
Tolani College of Commerce
(Autonomous)



Title of the Course: Recruitment and Selection

Programmes
Bachelor of Commerce (Accounting & Finance)
Bachelor of Commerce (Banking & Insurance)
Bachelor of Commerce (Financial Markets)

Syllabus for Four credits

From the academic year 2024-2025

Name of the Course: Recruitment and Selection

Sr. No.	Heading	Particulars
1	Description of the course :	The Recruitment and Selection course provides a comprehensive understanding of hiring processes, from job analysis and sourcing candidates to conducting interviews and making selection decisions. It covers best practices, legal considerations, and modern hiring strategies to ensure effective talent acquisition. This course is ideal for HR professionals, recruiters, and managers looking to improve their hiring skills.
2	Vertical :	Minor
3	Semester :	IV
4	Type :	Theory
5	Credit:	4 credits
6	Hours Allotted :	60 Hours
7	Marks Allotted:	100 Marks Continuous Evaluation 40 Marks Semester End Examination 60 Marks
8	Course Objectives: <ol style="list-style-type: none"> 1. To provide a comprehensive understanding of recruitment concepts, job analysis, job design, and modern hiring techniques. 2. To equip learners with the knowledge and skills to assess candidates through structured selection processes, interviews, and tests. 3. To familiarize learners with induction, orientation, and onboarding processes that ensure smooth employee integration. 4. To enhance communication, presentation, and professional etiquette skills essential for recruitment and selection. 	
9	Course Outcomes: <ol style="list-style-type: none"> 1. Learners will be able to identify recruitment sources, conduct job analysis, and apply modern recruitment strategies effectively. 2. Learners will be able to implement an efficient selection process, conduct interviews, and address selection challenges. 3. Learners will be able to design and execute effective induction and onboarding programs tailored to organizational needs. 4. Learners will develop interpersonal skills, prepare effective resumes, and conduct professional interviews. 	

10	Modules:-
	Module 1: Recruitment:
	<ul style="list-style-type: none"> • Concepts of Recruitment – Meaning, objectives, scope, and importance. • Job Analysis & Job Design – Definitions, processes, methods, and modern techniques. • Sources of Recruitment – Internal (promotion, transfers) vs. external (campus hiring, consultancies, job portals).
	Module 2: Selection
	<ul style="list-style-type: none"> • Selection Process – Criteria, steps, application formats, and screening techniques. • Interviewing Methods – Types of interviews, selection tests, and effective techniques. • Selection Hurdles – Challenges in selection and strategies to overcome them.
	Module 3: Induction:
	<ul style="list-style-type: none"> • Induction & Orientation – Formal vs. informal induction, best practices, and benefits. • Socialization Strategies – Stages and tactics for effective employee integration. • Industry-Specific Trends – Recruitment and selection strategies in service, finance, IT, law, and media sectors.
	Module 4 : Soft skills:
<ul style="list-style-type: none"> • Resume & CV Preparation – Techniques for crafting professional resumes. • Communication & Interviewing Skills – Group discussions, video conferencing, and negotiation techniques. • Professional Etiquette & Exit Interviews – Workplace manners, quitting techniques, and exit interviews. 	

11	Reference Books: <ul style="list-style-type: none"> • Monappa, Arun. Managing Human Resource, Laxmi Publications 2014. • Memoria, C.B. Personnel Management, Himalaya Publishing House 2011. • Armstrong, Michael, and Angela Baron. Handbook of Strategic HRM. 1st ed., Jaico Publishing House, 2005. • Mello, Jeffrey A. Strategic Human Resource Management. 2nd ed., Thomson South Western, 2007. 																
12	Internal Continuous Assessment: 40%	Semester End Examination : 60%															
13	Continuous Evaluation through: (40 Marks) <table border="1" data-bbox="310 625 1062 934" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="310 625 776 705">Component</th> <th data-bbox="776 625 1062 705">Total Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="310 705 776 934">Assignment/Case Studies/Book Review/ News Analysis/Presentation/ /Project/ Class Test</td> <td data-bbox="776 705 1062 934" style="text-align: center;">40 Marks</td> </tr> </tbody> </table>		Component	Total Marks	Assignment/Case Studies/Book Review/ News Analysis/Presentation/ /Project/ Class Test	40 Marks											
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14	<p style="text-align: center;">Format of Question Paper: for the final examination Question Paper Pattern for Semester End Examination (SEE) Maximum Marks: 60 Duration:2 Hour</p> <table border="1" data-bbox="237 1066 1474 1774" style="width: 100%;"> <thead> <tr> <th data-bbox="237 1066 388 1140">Q. No.</th> <th data-bbox="388 1066 1224 1140">Particular</th> <th data-bbox="1224 1066 1474 1140">Marks</th> </tr> </thead> <tbody> <tr> <td data-bbox="237 1140 388 1283" style="text-align: center;">Q-1</td> <td data-bbox="388 1140 1224 1283"> Attempt any TWO the following: (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td data-bbox="1224 1140 1474 1283" style="text-align: center;">15 Marks</td> </tr> <tr> <td data-bbox="237 1283 388 1457" style="text-align: center;">Q-2</td> <td data-bbox="388 1283 1224 1457"> Attempt any TWO the following: (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td data-bbox="1224 1283 1474 1457" style="text-align: center;">15 Marks</td> </tr> <tr> <td data-bbox="237 1457 388 1623" style="text-align: center;">Q-3</td> <td data-bbox="388 1457 1224 1623"> Attempt any TWO the following: (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td data-bbox="1224 1457 1474 1623" style="text-align: center;">15 Marks</td> </tr> <tr> <td data-bbox="237 1623 388 1774" style="text-align: center;">Q-4</td> <td data-bbox="388 1623 1224 1774"> Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question </td> <td data-bbox="1224 1623 1474 1774" style="text-align: center;">15 Marks</td> </tr> </tbody> </table> <p style="text-align: center;">Note: Any of the full length question of 7.5 Marks can be a case study.</p>		Q. No.	Particular	Marks	Q-1	Attempt any TWO the following: (Module 1) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-2	Attempt any TWO the following: (Module 2) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-3	Attempt any TWO the following: (Module 3) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks	Q-4	Attempt any TWO the following: (Module 4) A. Full Length Question B. Full Length Question C. Full Length Question	15 Marks
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Signatures of Team Members

Sr. No.	Name	Signature
1.	Dr. Sadhana Venkatesh	
2.	Ms. Shalini Clayton	