

POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

(PGDHRM)

PROGRAMME CURRICULUM

Semester I

1. Human Resource Management
2. HR Development & Training
3. Performance and Potential Management
4. Industrial and Labour Economics
5. Leadership & Personality Management

1. Human Resource Management (HRM)

1. Human Resource Development
2. Human Resource Planning
3. Job Analysis, Job Description, Job Specification and Job
4. Recruitment, Selection, Promotion and Transfer
5. Training and Development
6. Performance Improvement
7. Planning Performance Appraisal
8. Career and Succession Planning
9. Quality Management
10. HRD Audit
11. Managing Change through Continuous Improvement
12. Good HR Practices
13. Recent Techniques in Human Resource Management
14. Human Resource Practices in Information Technology Industry

2. HR Development & Training (HRD&T)

1. Introduction to Human Resource Development
2. Training and Organisation Environment
3. Training Needs Analysis
4. Learning Principles and Conditions
5. The Training Program: Selection, Design and Delivery
6. Assessing the Effectiveness of Training
7. Training Audit and Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment and Selection

11. Performance Appraisal, Feedback and Reward Systems
12. Quality of Work Life and Career Development

3. Performance and Potential Management

1. Performance Management System
2. Performance Planning and Goal Setting
3. Performance Appraisals
4. Performance and Training
5. Performance Feedback, Coaching and Counselling
6. Performance Parameters and Key Principles in Human Performance Improvement
7. Current Trends in Performance Management System
8. Performance Competencies
9. Self Motivation for Managing Super Self Performance
10. Performance Appraisal Format and 360 Degree Sample

4. Industrial & Labour Economics

1. Nature and Scope of Labour Economics
2. Elasticity and Mobility of Labour
3. The Nature of Labour Market and its Problems
4. Efficiency of Labour
5. Wage Management
6. Employment Policy
7. Emerging issues in Labour Economics
8. Introduction Nature and Scope of Industrial Economics
9. Indian Industrial Growth
10. Theories of Industrial Location
11. Industrial Finance
12. Planning and Industrialisation

5. Leadership and Personality Development (LPD)

1. Leadership
2. Attitudes
3. Motivation: The Whys of Human Behaviour
4. Work Motivation Theories
5. Morale
6. Conflict Management
7. Group Dynamics
8. Stress Management
9. Decision Making
10. Personality

11. Techniques of Personality Development
12. Communication and Interpersonal Skills

Semester II

1. Industrial Relations & Labour Laws
2. Labour Welfare and Industrial Safety
3. HR Audit & TQM
4. Compensation Management
5. Research Methodology & Statistical Quantitative Methods
6. Project

1. Industrial Relations and Labour Laws

1. Industrial Relations – Evolution, Concept and Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation, conciliation, Arbitration and Adjudication
5. Grievance Procedure
6. Industrial Relations in Public Sector Units
7. Trade Union and Collective Bargaining
8. Workers Participation in Management
9. Domestic Enquiry
10. The Regulative Labour Legislation
 - a. Industrial Disputes Act 1947
 - b. Industrial Employment Standing Order Act 1946
11. The Protective Labour Legislation
 - a. Factories Act, 1948
 - b. Contract Labour (Regulation and Abolition) Act 1976
12. Wage Related Labour Legislation
 - a. Payment Of Wages Act 1936
 - b. Minimum Wages Act 1948
 - c. Payment of Bonus Act, 1965
13. Social Security Labour Legislation:
 - a. Employees Compensation Act, 1923
 - b. ESI Act, 1948
 - c. EPF and Miscellaneous Provisions Act, 1952
 - d. Maternity Benefit Act, 1961
 - e. Payment of Gratuity Act, 1972

2. Labour Welfare and Industrial Safety

1. Labour Welfare
2. Labour Welfare Officer
3. Workers Participation in Management

4. Worker's Education Scheme
5. Statutory Labour Welfare Activities
6. Non-Statutory Welfare Measures
7. International Labour Organisation and International Conference
8. Industrial Accidents and Industrial Safety
9. Motivation and Training
10. Personal Protective Equipment
11. Safeguarding of Machinery
12. Safety Officer and Inspection
13. Methods to Combat Fire Hazards

3. HR Audit and TQM

1. Introduction to HR Audit
2. HRD and HR Audit
3. HRD Audit Methodology and Issues
4. Audit Report
5. Evolution of Quality Concepts
6. TQM: Elements and Implementation
7. Quality Strategies for Business Performance
8. Quality Organisation
9. Quality Planning
10. Implementing Quality Management Model - ISO 9001
11. Implementing CMMI - Process Integration and Product Improvement
12. Management Models Complementing Quality
13. Quality Costs

4. Compensation Management

1. Compensation and Costs - Concepts and Context
2. Control Systems for Labour Costs
3. Compensation Systems Their Merits and Demerits
4. Wage and Salary Administration
5. Legal Framework for Wage and Salary Administration
6. Compensation Structures
7. Compensation Surveys
8. Pay Structure Today and Tomorrow
9. Incentives, Reward System and Pay Restructuring
10. Process and Steps for Preparation of Payroll
11. Tax Planning and Payroll Components
12. Emerging Issues and Trends
13. Constitutional and International Labour Standard Norms

5. Research Methodology & Statistical Quantitative Methods (RM&SQM)

1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis
15. Arranging Data to Convey Meaning
16. Measures of Central Tendency (Mean, Median and Mode)
17. Correlation
18. Probability
19. Queuing Theory
20. Game Theory & Decision Theory