

Ordinances and Syllabus
of
Post Graduate Diploma
in
Human Resource and Management

(Self-financing mode)

Coordinator- Dr. A.K. Bhartiya



Department of Social Work
University of Lucknow
Lucknow

Post Graduate Diploma in Human Resource and Management

Rationale

The role of Human Resource has changed greatly since medieval times when the major motivational factions were basic human necessities and the role of Human Resource was to arrange for these in proportion to the work done. Today's company should consist of fast, flexible and dynamic teams of enthusiastic, motivated, creative and fully self expressed people. HRM course in India are among the most coveted post graduate study programme . HR is perhaps the most rewarding of all resources utilized by production processes. Investment in human capital are never wasted, and companies always seek newer avenues to enrich this form of capital. Human capital is a focused and exhaustive field of post graduate study involving study in labour laws, motivational techniques, organizational behaviour, networking and intellectual and attitudinal development of employed Human Resource. The development of Human Resources starts from childhood in forms of formal education in various stages, viz. kindergarten, primary school, middle school, high school and college. HRM Study as a subject is taught in the post graduation level. It focuses on development of Human Capital as a factor of production. This development of Human Capital is a very sensitive issues and takes careful planning process.

Objective

The aim of the course is to impart a through knowledge of Human Resource functions, the ability to lead any change process, innovation, problem-solving, the leadership ability to influence the organization, etc.

Duration: One Year Post Graduate Diploma Programme

Nature: Self Financing

Number of Seats: 30

Eligibility: Any graduate in any stream of any recognized University in India and abroad.

Admission Policy: As per University norms.

Reservation Policy: As per University norms and Government of Uttar Pradesh.

Course Content: The Curriculum will be divided into two parts : (a) Theory Papers and (b) Practical Application.

There shall be four theory papers of 100 marks each and practical application examination of 100 marks will consist four sub-categories i.e. (a) Seminars/Presentations, (b) Project Work, (c) Field Visit and (d) Viva-Voce.

Theory Papers

Paper – I: Management of Human Resource 100 Marks

Paper - II: Management of Labour and Industrial Relations 100 Marks

Paper – III: Organizational Behaviour 100 Marks

Paper – IV: Financial Management 100 Marks

Paper – V: Practical Application: This paper is divided into four sub-sections 100 Marks

(1) Seminars/Presentation	20 Marks
(2) Project Work	20 Marks
(3) Field Visit	20 Marks
(4) Viva – Voce	40 Marks

Attendance: Seventy five percent attendance shall be compulsory in Theory Lectures and hundred percent in Practical Application shall be compulsory.

Fee: As per University norms.

Examination: The examination will be conducted as per scheme centrally prepared by the Controller of Examination However, every student admitted to this course will be required to fill up the Examination Form at the time of admission. The pass marks and division will be as per university norm.

Paper –I Management of Human Resource

Unit-I

- Management: Definition, Principles and Function.
- Process and Techniques of Management
- Organization: Meaning, Components, Principles, Process of Organizing and Importance
- Management by Objective (MBO)
- Participative Management : Concept, Objective and Scope

Unit-II

- Human Resource Management (HRM): Nature, Significance, Objectives and Functions.
- Human Resource Manager: Role and Duties
- Human Resource Development (HRD): Concept, Process, Methods and Techniques of Demand and Supply.
- Interrelation between HRD and HRM.

Unit-III

- Human Resource Planning : Concept, Quantitative and Qualitative Dimensions
- Forecasting and Requirements
- Selection and Process: Test and Interviews, Induction and Training
- Promotion and Transfer

Unit-IV

- Job Analysis, Job Description and Job Specification.
- Job Evaluation
- Performance Appraisal
- Discipline
- Wages and Salary Administration

References

- ❖ Agrell. T. (1977) Recruitment Techniques for Modern Managers. Wellinborough: Thorsons
- ❖ Dale. E. (1973) Management: Theory and Practice. New York: McGraw Hill
- ❖ Davar. Rustom S. (1999) Personnel Management & Industrial Relations. New Delhi: Vikas Publication House Pvt. Ltd.
- ❖ Flippo. E.B. (1961) Principles of Personnel Management: New York: McGraw Hill
- ❖ Koontz. H., O'Donnell. C. and Weihrich. H. (1980) Management. New York: McGraw-Hill
- ❖ Memoria. C.B. and Gankar. S.V. (2010) Personnel Management. Mumbai: Himalaya Publishing House Pvt. Ltd. 21st Ed.
- ❖ Moorthy. M.V. (1992) Human Resource Management: Psycho-Sociological Social Work Approach. Bangalore: R & M Associates
- ❖ Rao. T.V. (1988) Alternative Approaches and Strategies of Human Resource Development. Jaipur: Rawat Publications
- ❖ Sudha. G.S. (2003) Management Concepts and Organisational Behaviour. Jaipur: RBSA Publishers
- ❖ Verma. R.B.S. & Singh. Atul Pratap (2005) Manav Sansadhan Vikas Evam Prabandhan Ki Rooprekha

Paper –II

Management of Labour and Industrial Relations

Unit-I

- Labour Welfare: Concept, Scope, Principles and Approaches.
- Labour Welfare: Policy and Programmes
- Labour Laws and Labour Legislations: Meaning, Objective and Relations
- Factory Act, 1948, Plantation Labour Act, 1951, Mines Act, 1952
- Contract Labour (Regulation and Abolition) Act, 1970

Unit-II

- Industrial Relations: Concept, Scope and Approaches
- Industrial Disputes: Causes and Effects
- Collective Bargaining: Concept, Objective, Principles and Process.
- Industrial Disputes Act, 1947
- Industrial Employment (Standing Orders) Act, 1946

Unit-III

- Trade Union: Meaning, Objectives, Functions
- Trade Union Movement in India and Leadership
- Trade Union Rivalry: Inter and Intra
- India and ILO
- Trade Union Act, 1926

Unit-IV

- Social Security: Concept, Types and Significance
- Social Security in India: Policy and Programmes
- Payment of Wages Act, 1936
- Minimum Wages Act, 1948

References

- ❖ Ahuja. K.K. (1997) Dynamics of Industrial Relations and Labour Legislations. New Delhi: Kalyani Publishers
- ❖ Bhagoliwal. T.N. (1990) Economics of Labour & Industrial Relations. Agra: Sahitya Bhawan Publications
- ❖ Davar. Rustom S. (1999) Personnel Management & Industrial Relations. New Delhi: Vikas Publication House Pvt. Ltd
- ❖ Goswami. V.G. (2010) Labour & Industrial Laws. Allahabad: Central Law Agency. 8th Ed.
- ❖ Lal Das. D.K. (1991) Personnel Management, Industrial Relations and Labour Welfare. Agra: Y.K. Publishers
- ❖ Malik. P.K. (1977) Industrial Laws Vol I and II. Lucknow: Eastern Book Company
- ❖ Memoria. C.B., Memoria S.C. and Gankar. S.V. (2007) Dynamics of Industrial Relations. Mumbai: Himalaya Publishing House Pvt. Ltd. 15th Ed.
- ❖ Saxena. R.C. (1952) Labour Problems & Social Welfare. Meerut: K. Nath & Co.

Paper –III Organizational Behaviour

Unit-I

- Organizational Behaviour: Evolution, Concept, Characteristics, Key Elements, Goal, Role and Importance, Limitation
- Organizational Structure: Meaning, Design and Forms
- Motivation: Concept, Need, Process, Managerial Approach to Motivation and Theories
- Leadership: Concept, Characteristics, Functions, Approaches, Qualities, Style and Patterns

Unit-II

- Organizational Communication: Meaning, Process and Components, Barriers, Principles and Skills of Effective Communication.
- Specific Models of Communication
- Oral, Written and Non-verbal Communication, Internal and External Communication
- Formal and Informal Communication, Downward and upward Communication
- Horizontal and Diagonal Communication and Importance of Communication

Unit-III

- Co-ordination: Meaning, Types, Principles, Limitation, Methods, Need and Importance
- Decision Making and Problem Solving Exercises
- Direction and Controlling
- Morale and Attitudes
- Transactional Analysis

Unit-IV

- Group Dynamics: Meaning, Types, Purpose of Group Formation, Components and Theories
- Team Development: Meaning, Teams and Group, Types, Stages, Ingredients and Management of
- Team
- Organizational Development: Meaning, Objectives, Process and Techniques
- Organizational Conflicts

References

- ❖ Ahuja. K.K. (1997) Dynamics of Industrial Relations and Labour Legislations. New Delhi: Kalyani Publishers
- ❖ Bhagoliwal. T.N. (1990) Economics of Labour & Industrial Relations. Agra: Sahitya Bhawan Publications
- ❖ Davar. Rustom S. (1999) Personnel Management & Industrial Relations. New Delhi: Vikas Publication House Pvt. Ltd
- ❖ Goswami. V.G. (2010) Labour & Industrial Laws. Allahabad: Central Law Agency. 8th Ed.
- ❖ Lal Das. D.K. (1991) Personnel Management, Industrial Relations and Labour Welfare. Agra: Y.K. Publishers
- ❖ Malik. P.K. (1977) Industrial Laws Vol I and II. Lucknow: Eastern Book Company
- ❖ Memoria. C.B., Memoria S.C. and Gankar. S.V. (2007) Dynamics of Industrial Relations. Mumbai: Himalaya Publishing House Pvt. Ltd. 15th Ed.
- ❖ Saxena. R.C. (1952) Labour Problems & Social Welfare. Meerut: K. Nath & Co.
- ❖ Sudha. G.S. (2003) Management Concepts and Organisational Behaviour. Jaipur: RBSA Publishers
- ❖ Tyagi, Archana (1997) Organizational Behavior. New Delhi: Excel Books

Paper –IV Financial Management

Unit-I

- Financial Management: Nature and Scope
- Valuation Concepts: Risk and Return
- Valuation of Securities
- Pricing Theories: Capital Asset Pricing Model and Arbitrage Pricing Theory

Unit-II

- Budget: Concept and Types
- Capital Budgeting Decisions: Risk Analysis in Capital Budgeting and Long Term Sources of Finance
- Capital Structure: Theories and Factors

Unit-III

- Costs: Concept and Types
- Cost Accounting
- Cost Effectiveness and Cost Benefit Analysis

Unit-IV

- Working Capital Management: Determinants and Financing, Cash Management, Inventory Management, Receivable Management
- International Financial Management
- Financial Control

References

- ❖ Hill, R.A. (2009) Strategic Financial management: Exercise Book. Ventus Publishing House ApS
- ❖ Khan. M.Y. and Jain. R..K. (2008) Basic Financial Management. New Delhi: McGraw Hill
- ❖ Pandey. I. M. (1978) Financial Management. New Delhi: Vikas Publishing House

Paper – V Practical Application

This paper is divided into four sub-sections

1) Seminars/Presentation	20 Marks
2) Project Work	15 Marks
3) Field Visit	15 Marks
4) Viva – Voce	50 Marks