

**PGDHRM**

## 1. Programme Structure:

This programme will be 1 year (two Semester) programme. The Course structure will be as follows.

### Semester I :

Paper Code	Subjects	No. of Credits
PGDHRM-01	Human Resource Management	4
PGDHRM-02	Organisational Behaviour.	4
PGDHRM-03	Organisational Development.	4
PGDHRM-04	Labour Laws	4
PGDHRM-05	Industrial relations	4

### Semester II :

Paper Code	Subjects	No. of Credits
PGDHRM-06	Project report.	4
PGDHRM-07	Viva-voce	4
	Total Credits of Semester II	8

## 2. Detailed Syllabus:

### PGDHRM-01: Human Resource Management

Semester – 1

#### Course Objectives:

- The subject will allow students with little or no prior knowledge of a working Personnel Management function to understand the methods and techniques of the discipline and to allow the students to move into a greater analysis of the specialize functions.

#### Course Content:

#### UNIT I: Introduction

Definition, Objectives and Significance of Human Resource Management, Evolution of Human Resource Management, Nature, Scope and Functions of Human Resource Management, Role of Human Resource Management In Industry, Challenges of Human Resource Management, and Introduction to Human Resource Development.

#### UNIT II: Manpower Planning Recruitment and Selection

Meaning and Definition of Manpower Planning, Objectives and Importance, Process of Manpower Planning. Concept of Recruitment, Sources of recruitment, Method or Technique of Recruitment, Recruitment Practices in India, Selection and Selection Procedure.

#### UNIT III: Training and Development

Concept of Training and Development, Objectives and Importance of Training, Identification of Training Needs, Designing and Conducting training, Types of Training Methods, Evaluation of Training.

#### UNIT IV: Performance Management

Concept of Performance appraisal, Importance of Performance appraisal, Process and methods of Performance appraisal, Limitations of performance appraisal Concept of promotion, Types of Promotion, Promotion Policy, Types of Transfer and Separation.



*[Signature]*

Professor & Head

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