Syllabus-PGDHRM

Course I : MANAGEMENT & BEHAVIOURAL PROCESS


Module: II  Planning concept and significance, elements of planning, approaches to planning, various types of planning forecasting, policy, strategy and objective setting. Planning techniques, MBO, decision making, steps in decision making, elements and principles of decision making.

Module: III  Organisation - Introduction to Classical, Neo-Classical and Modern theories of organisation, organisation structure, Dimensions, structure and strategy, formal and informal organisations, concepts, significance and determinants. Definition of staffing, the systems approach to Human Resources Management, overview of staffing functions.

Module: IV  Directing: Leading process, significance, principles and requirements of Directing – definition, ingredients, Trait approaches to leadership- based on the use of authority, Likert’s four systems of management, the managerial grid (Robert Blake and John Mouton Model Human Factors and Motivation).

Motivation and Motivators, the Carrot & Stick theory of motivating, Basic theories of motivation. McGregor’s theory X and Y, Maslow’s need hierarchy theory, Z-theory, the motivation-hygiene approach to motivation relative analysis of theories.

Module: V  Controlling: the basic control process, critical control points and standards, control as a feedback system, requirements for effective controls, control techniques budgets, non budgetary control devices, time-event network analysis, IT and control functions, the principles of preventive control-management audit and enterprise, self audit. Emerging Trends in management. A broad sweep of emerging organisations information-based, total quality and organizational learning, Global dimensions of Management.
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Course II : HUMAN RESOURCES MANAGEMENT


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**Course III : MANAGEMENT OF TRAINING AND DEVELOPMENT**

**MODULE: I** Training and Development: Concept, Definitions and components, Transfer, Need Assessment, Training planning and preparation, training objectives - Types, Elements and Qualities of Course content, course design.

**MODULE: II** Audio-Visual Aids for Training and Development Training methods : Training Approach Methodology, Classification of training methods and Important training methods.

**MODULE: III** Conducting a training Course/EDP/ WORK shop Training skills - Communication, Questioning, Motivation, Body language, Handling Difficult situations.


**MODULE: V** Monitoring and Evaluation of training and development programmes. Methods. Follow up of training and development programme.
Course IV : MANAGEMENT OF INDUSTRIAL RELATIONS

Module: I  Meaning and Significance of Industrial Relations. Determinants of Industrial relations Model; the role of state,‘ Trade Unions and employees organization in Industrial relations;.

Module: II  Growth of Trade Unionism in India. Trade union structure, role and functions, problems of trade unions; politicalisation, multiplicity and Intra and inter-union revelry; registration and recognition of trade unions.

Module: III  Employee discipline, determinants, code of discipline and its enforcement. Grievance handling machinery in India.

Module: IV  Machinery for Prevention and settlement of Industrial disputes: Collective bargaining, conciliation, voluntary arbitration, adjudication; Industrial Relations commission.

Module: V  Industrial democracy, Role of state in Industrial relations, labor and the constitution Participative management: Social Security. The concept, determinants and form the Jamshedpur experiment; the status of workers participation in India; workers education in India; rational and objectives. Tripartite consultations. The Indian Labor conference and the standing Labour committee. Industrial committees; India and International Labour Organization.


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Course VI: INTERNATIONAL HUMAN RESOURCE MANAGEMENT

**MODULE: I**  Nature and scope of International Human Resource Management (IHRM)- approaches to HRM-differences between domestic HRM and IHRM.

**MODULE: II**  Human resource planning in IHRM- recruitment and selection- issues in staff selection of expatriates. Training and development -expatriate training-developing international staff and multinational teams. Brain drain and brain bank.


**MODULE: IV**  Expatriate failure- causes for failure, Repatriation -repatriation process. Labor relations-Key issues in International relations-strategic choices before firms-strategic choices before unions-union tactics.

**MODULE: V**  Managing people in an international context- Japan -Europe- U.S.A. Issues and Challenges of IHRM.