

P.G. Diploma in Human Resource Management (PGDHRM)

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- ❖ यह एकवर्षीय पाठ्यक्रम है जिसे अधिकतम तीन वर्ष में पूरा किया जा सकेगा।
- ❖ परामर्श/संपर्क कक्षा की समय-सारणी पुस्तक के साथ प्रदान की जाएगी एवं विश्वविद्यालय की वेबसाइट पर भी अपलोड किया जाएगा।

Objective

Human Resource Management is key to organisation and institutions. This programme provides knowledge; ability and skills related to Human Resources practices in Indian organisations.

Course Structure	Credit
● मानव संसाधन प्रबंधन	6
● प्रबंध के सिद्धांत	6
● औद्योगिक संबंध एवं श्रम कल्याण	6
● विपणन प्रबंधन एवं प्रबंधकीय अर्थशास्त्र	6
● व्यापार एवं सरकार	6

PAPER- I
HUMAN RESOURCE MANAGEMENT

UNIT - I

Introduction to HRM: Meaning and Definition, Characteristics and Functions of Human Resource Management, Human Resource Planning: Meaning, Definition, Characteristics and Process of HRP

UNIT- II

Behavioural Science: Meaning, Definition and Origin, Role of Behavioural Science in Management, Frustration, Job Satisfaction: Meaning and Measurement process, Human Relations: Meaning and Objectives

UNIT- III

Group and Group Behaviour: Meaning, Definition and Characteristics, Need and Importance of Group formation, Group dynamics: Meaning and Characteristics

UNIT - IV

Personnel Management: Meaning & Definition, Work of Personnel Management Department, Need and Future of HRM, International Human Resource Management, Wage and Salary Administration, Employee Motivation

UNIT - V

Job Evaluation: Meaning, Definition, Objectives and Process, Principles of Job Evaluation, Performance Evaluation: Meaning, Definition and Process, Job Evaluation, Merit Rating Plans, Employee Morale, Absenteeism, Productivity and Industrial Peace, Employee Morale, Absenteeism, Discipline and Disciplinary action

PAPER- II

PRINCIPLES OF MANAGEMENT

Unit-I

Management: Meaning, Concept, Definition and Characteristics, Fayol's Principles of Management, Contribution of Taylor in Management

Unit-II

Planning: Meaning, Definition, Concept and Importance, Steps in Planning Process, Effective Planning and Limitations of Planning, Decision Making: Meaning, Importance and Nature, Types and process of Decision making

Unit-III

Organizing: Meaning, Definition and Importance, Organizational Structure: Meaning and Types, Factors affecting Organizational Structure, Organizational Charts, Centralization Vs Decentralization

Unit-IV

Directing: Meaning, Nature, Principles and Process, Motivation and Morale, Leadership: Meaning, Definition and Importance, Leadership Styles, Roles of Supervisor, Process of Supervising

Unit-V

Controlling: Meaning, Concept, Objectives and Importance, Concept of Managerial Control and Process of Controlling, Elementary Study of Management Control in selected areas of Production and Financial Management

PAPER- III

INDUSTRIAL RELATIONS AND LABOUR WELFARE

UNIT- I

Personnel Management: Meaning, Definition, Objectives and Characteristics, Functions and Principles of Personnel Management, Personnel Policies, Needs, Importance and Advantages of Personnel Management.

UNIT- II

Job Evaluation: Meaning, Concept, Objectives and Procedures, Performance Appraisal: Meaning, Concept, Objectives, Procedure and Limitations.

UNIT - III

Absenteeism: Introduction and Meaning, Causes and Measures, Labour Turnover: Introduction and Meaning, Causes and Measures, Discipline and Disciplinary Action: Introduction and Meaning, Causes and Procedures.

UNIT - IV

Fringe Benefits: Introduction, Special Features and Types., Rewards: Monetary and Non-Monetary, Precautions in using Reward

UNIT - V

Labour Welfare: Introduction, Meaning and Classification, Personnel Records: Meaning and Objectives, Reports and Personnel Audit

PAPER- IV

MARKETING MANAGEMENT AND MANAGERIAL ECONOMICS

Unit-I

Marketing: Meaning and Definition, Old and New Concepts of Marketing, Nature and Area of Marketing, Marketing Management: Definition and Meaning, Development and Limitation of Marketing Management, Marketing Management in India

Unit-II

Structure of Marketing Organization, Need of effective Organizational Structure, Responsibilities of Marketing Manager, Role of Consumer in Marketing, Buying motives, Consumer Behaviour, Factors affecting Consumer Behaviour

Unit-III

Marketing Research: Meaning, Definition and Objectives, Types of Marketing Research, Advantages of Marketing Research, Process and Limitation of Marketing Research

Unit-IV

Elements of Marketing Mix: Product, Price, Place and Promotion, Product Planning, Product Distribution Channel, Pricing and Promoting Products., Sales Promotion: Meaning, Objectives and Types

Unit-V

Managerial Economics: Meaning, Definition, Nature and Application, Business Firms: Objectives and Characteristics, Business Decisions, Decision Making Environment

PAPER- V
BUSINESS AND GOVERNMENT

Unit-I

Business: Meaning, Definition and Characteristics, Economic and Social Goals of Business, The Law and Doctrine of Social Responsibility, Social Cost of Business Enterprise and Ethical Standard of Business.

Unit-II

Role of Government in Various Stages of Economic Growth, State Intervention, Protection, Regulation and Control, Monopolies and Concentration of Economic Power and Restrictive Trade Policies, Licensing Policies, Industrial Policies of Government.

Unit-III

Role and Working of National Industrial Development Corporation, National Productivity Council, Training of Industrial Personnel, Economic Planning in India

Unit- IV

Comparative Study of Performance of Industrial undertakings in Public and Private Sectors
The Price Output and Profit Policies, Specific Study of Public Enterprises, Bhilai Steel Plant and Bharat Heavy Electricals Limited

Unit-V

Law Relating to Factories, Shops and Establishments, Wages, Trade Unions and Industrial Disputes