ELIGIBILITY FOR ADMISSION

Candidates who apply for the degree of PG Diploma shall possess the following qualifications.

(a) AGE LIMIT:

There is no upper Age Limit.

(b) QUALIFICATION:

Any Degree

3. DURATION OF THE COURSE

The course will be conducted for one year

3.1. EXAM : There will be an examination conducted by the University at the end of the year.

3.2. Passing minimum : 50

3.3. MEDIUM OF INSTRUCTION: The Medium of instruction will be English.

Course Profile

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PAPER I: ORGANIZATION THEORY, STRUCTURE AND DESIGN

Objectives: To impart knowledge and understanding to students on Structure, design and culture of organization and its relevance to today’s business decision making


UNIT II: Organizational Design – Determinants – Components – Types - Basic Challenges of design – Differentiation, Integration, Centralization, Decentralization, Standardization, Mutual adjustment- Mechanistic and Organic Structures- Technological and Environmental Impacts on Design- Importance of Design – Success and Failures in design - Implications for Managers.

UNIT III: Understanding Culture – Strong and Weak Cultures – Types of Cultures – Importance of Culture - Creating and Sustaining Culture - Culture and Strategy - Implications for practicing Managers.


REFERENCES
PAPER II HUMAN RESOURCE MANAGEMENT AND INFORMATION SYSTEM

Objectives: Make the students to understand the interface of the Human Resources function with Operations, Marketing, and Finance functions and to impart knowledge on information systems and its relevance to business decisions.


UNIT V: DSS: DSS models and software: The decision making process - Structured, Semi Structured and Unstructured problems; Managing Information Technology: Managing Information Resources and technologies - Security and Ethical Challenges: IS controls - facility control and procedural control

References


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PAPER III HUMAN RESOURCE PLANNING AND AUDIT

Objectives: To help students understand the Human Resource Planning, its important and techniques to identify the optimum number of human resource for efficient human resource function related decisions.


UNIT III: Human Resource Information System (HRIS)- Need- Importance- Process-Practical Usage- Practice in Indian Corporate - Introduction to SAP and Peoplesoft .


REFERENCES

1. Bell D J: Planning Corporate Manpower
3. Pettman B.O. & G Tavemeir : Manpower Planning Workbook, Gower
PAPER IV INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

Objectives: To help students understand the nature of IR, Evolution of Trade union, current trends and practices for efficient management decisions and to ensure industrial peace.

UNIT I: Overview of Industrial Relations : Concept of Industrial Relations; Nature of Industrial Relations; Objectives of IR; Evolution of IR in India ; Role of State; Trade Union; Employers’ Organisation; ILO in IR.


REFERENCES


2. C.S.Venkata Ratnam,Globalisation & Labour Management Relations,Response Books

3. Ratna Sen, Industrial Relations in India, Shifting Paradigms, Macmillan India Ltd.

PAPER V: LABOUR LAW

Objectives: The objective of this course is to provide the students with practical legal knowledge of general business law issues and topics to help become more informed, sensitive and effective business leaders.

UNIT I: Definition- importance- Evolution- Legal Provision relating to Wages- Working Conditions - Labour Welfare- Industrial Relations- Social Security


TEXT BOOKS


PAPER VI COMPENSATION AND BENEFITS

Objectives: This course aims at providing key concepts related to compensation management, which is an integral part of human resources management, and, from the point of view of employees, probably its most important part.


UNIT V: Pay Structure Architecture – Pay for Performance – Application of Motivation Theories – Merit Pay – Performance Appraisal Issues and Opportunities – Designing a File Content – Short Term Incentives – Premium and Differentials – Individual Based Bonus and Rewards-
REFERENCE
Richard I. Derson, “Compensation Management”, Pearson Education,

PAPER VII: TRAINING AND DEVELOPMENT

Objectives: To introduce students to framework that are useful for diagnosing problems involving employee performance, training need analysis and to understand the basic frame work of management development programs.

UNIT I: Definition – Scope – Objectives and , Benefits of training – The role of Training in Organizations – Place of Training in Organizational structure – A training process Model – Difference between training and development.


UNIT V: Approaches to Management Development – Overview of the Managerial Job - Management Development implications - Sources of knowledge and skills - Special needs of Technical Manager –Training for Executive Level Management- Training Evaluation – Types

REFERENCE