## POST GRADUATE DIPLOMA IN HUMAN RESOURCES DEVELOPMENT LAW

( PGDHRDL )

<table>
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<tr>
<th>Sr. No.</th>
<th>Name of the Paper</th>
<th>No. of Credits</th>
<th>Max. Marks</th>
<th>Min. Marks</th>
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<tr>
<td>1</td>
<td>Human Resources Development.</td>
<td>4</td>
<td>Theory 80</td>
<td>I. A. 20</td>
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<td>2.</td>
<td>Organisational Behavior</td>
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<td>3.</td>
<td>Labour Management Laws.</td>
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<td>Theory 80</td>
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<td>4.</td>
<td>Field work , practical training and project work:</td>
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<td>1. Project Work/ Dissertation</td>
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<td>2. Viva – Voce.</td>
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<td>3. Field Visits</td>
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<td>(Internal Evaluation)</td>
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<td>4. Group Discussion</td>
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<td>50 marks</td>
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APPENDIX – II

DETAILED SYLLABUS FOR
POST GRADUATE DIPLOMA IN HUMAN RESOURCES DEVELOPMENT LAW

PAPER I

HUMAN RESOURCES DEVELOPMENT

1. Introduction


2) Planning and Organising the HRD system

Corporate H. R. Planning, Planning the HRD System, HRD Philosophy, HRD Sub-systems, HRD Policies, HRD action plans, Integration of HRD policy with Corporate Policy, Organizing the HRD system, form or HRD Organizing, task of HRD Department, Attributes of HRD Managers, HRD in Indian Industry, HRD Budgeting and Controlling, Planning long term and short term.

3) Job Analysis and Design

Meaning and definition, the process, Methods of collecting job data, potential problem with job analysis, job design, factors affecting job design and techniques of job design.

4) Recruitment and Selection

Purposes and importance, factors governing recruitment, recruitment process, role of selection, organization for selection, selection process, new methods of selection, selection in India, international hiring.

5) Orientation and Placement

Orientation programme, problem of orientation, typical orientation programme, placement and placement problem.

6) Training and Development

Nature of training and development, inputs in training and development, gaps in training, importance of training and development, the training process, impediments to effective training, training for international assignment.

7) Performance Appraisal and Job Evaluation

Performance appraisal process, organisational strategy and performance appraisal, job evaluation and job evaluation process, methods of job evaluation.

8) Challenges of Human Resources Development

HRD key to productivity and economic growth, HRD-Job enrichment and quality improvement, Quality circle approach, HRD and Leadership management, HRD-Research and application, Training within industry and skill development.
9) H.R. Professional role in Industrial Scenario.

Organisation survival. Quality, Policy, Customer satisfaction, organizational values and objectives, Zero compromises, Team work, expansion and growth, Monetary benefits, Designing and Developing work culture. Enjoying work, continuous improvement, effective communication, opportunity for growth, believing people, cost awareness, safety and Welfare, H.R. Audit.

10) H.R. Ethics :

Management of labour and out-sourcing, business ideologies, Concept of Trusteeship, Agreement and adherence to employee ethics.

BOOKS FOR ( REFERENCE )

4) Human Resource Management Environmental Influence - By Subhap
5) Managing Human Resources- A Contemporary Text by E.A. Ramaswamy

PAPER – II

ORGANISATIONAL BEHAVOUR

1. Understanding Behavior

   The Individual : Values and Attitudes, Personality, Perception, Motivation and Learning.


2. Employee’s Motivation - Various Theories

   Human needs, Motives, employees wants and expectations from the organisation. Maslow’s hierarchy, Mc.gregors, X and Y theory, Herzbergs theory, Two Factor Model, Mc Clellands theory, Alderfer’s ERG theory, Vrooms Expectancy theory.

3. The Organization System:

   Organization structure, Organizational Culture and Climate, Organizational Development. Change Management and its objectives.

4) Organizational System:

   Organisational power, structure, scientific approach to organizational behavior, work resolution and work Involvement, Development of New Work Ethic.

5) Organisational Behaviour :

   The Indian Scenario, Scientific Approach.


3) Organization Theory and Behavior- N.S. Gupra, Himalaya Pub.


**PAPER – III**

**LABOUR MANAGEMENT LAWS.**

1. Labour Legislation


2) Industrial Relations Laws.


3) Wage Laws


4) Social Security and Welfare Laws.


5) Normative Labour Laws.


6) Challenges of Industrial Law Administration

REFERENCE BOOKS
3. Labour Administration – A.M. Shrma Himalaya,

PAPER – IV
FIELD WORK, PRACTICAL TRAINING AND PROJECT WORK

1. Project Work/ Dissertation 75marks (External Examiner)
2. Viva – Voce. 25 marks (External Examiner)
3. Field Visits 50 marks (Internal Evaluation)
4. Group Discussion 50 marks (External Examiner)

1) HRD. System: Human Resources Planning, Training Policy, Training Budget.
2) Training Needs Assessment system
3) Training and other Development programme and their evaluation
4) Strategy for improving HRD activity in the organization

FIELD WORK PRACTICAL TRAINING

1. One Weeks Training in office of Labour Industrial Court/tribunals
2. Observation visit
   a) Three visits at Labour offices like Chief Inspector of Factory, Provident Fund, Commissioner and Labour Commissioner office.
   b) Two Training and Professional institutions
   c) One visit to Hotel Industry
   d) One visit to IT Industry
   e) One plastic industry visit
   f) One pharmaceutical/ Fertilizer/ Food stuff industry visit
   g) One Chemical/ Engineering/ Petroleum Industry visit
   h) One Electronic industry visit
   i) Two engineering concern (Heavy. Light machine. Manufacturing boundary, transport workshop (Rail, Road, Air)
   j) One visit to Trade Union office
3. One Week’s Training in ESIC Regionsal & Local office
4. Computer Training
5. Four Paper Presentation
   (The candidate will be required to maintain the specific form journal of the record of the practical training done by them during the course)