### Semester - I

<table>
<thead>
<tr>
<th>Subjects</th>
<th>No. of Hrs per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Human Resource Management</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>1.2 Organizational Behavior</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>1.3 Management Concept</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>1.4 Labour Laws – I</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>1.5 Industrial Relations</td>
<td>03 Hrs/Week</td>
</tr>
</tbody>
</table>

### Semester - II

<table>
<thead>
<tr>
<th>Subjects</th>
<th>No. of Hrs per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Human Resource Development</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>2.2 Compensation Management</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>2.3 Labour Laws - II</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>2.4 Organizational Development</td>
<td>03 Hrs/Week</td>
</tr>
<tr>
<td>2.5 Strategic HRM</td>
<td>03 Hrs/Week</td>
</tr>
</tbody>
</table>
1.1 HUMAN RESOURCE MANAGEMENT


UNIT 2: Man power planning – Job Design, Analysis, Job Description, Job Specification, Job evaluation, Job Rotation, Job Enlargement, Job engineering.


UNIT 5: Performance appraisal – Nature, objectives and Importance appraisal process – types of Appraisal (360 degree appraisal) total quality in HRM – HR information system.

Books for Reference:

1. HRM – Dwivedi R S
2. HRM – Sheswani and Khana
3. HRM – Kishori Lal
4. HRM – Beardwell
5. HRM – Bhallachavya
6. HRM – Sharma
7. HRM – Khanna S.A
1.2 ORGANIZATIONAL BEHAVIOR

UNIT 1 : Introduction to Organizational Behavior – Definition – Features – nature, scope, need Contributing Disciplines to OB-Process of OB.


UNIT 4 : Organizational effectiveness – Approaches to OE - Factor influencing OE.

UNIT 5 : Team and Team work – Factors of teams, teams V/s Group, Team building, how terms are effective.

Books for Reference:

1. Organizational Behavior – S.S Kanaka
2. Organizational Behavior – Stephen. P Robbins
3. Organizational Behavior – Ashwathappa
4. Organizational Behavior – Edwin Flippo
5. Organizational Behavior – Terry
### 1.3 MANAGEMENT CONCEPTS AND THEORY

**UNIT 1**  

**UNIT 2**  

**UNIT 3**  

**UNIT 4**  
Functional Areas of Management – Management, Financial Management, Production Management and Material Management (Meaning, Scope and Importance)

**UNIT 5**  
A brief history of Management Techniques, CPM, PERT, MIS, MBE, MBO, TQM (Six Sigma)

### Books for Reference

1. Concept of Management - L.M. Prasad  
2. Concept of Management - S.S. Kanaha  
3. Management - Chavala  
4. Management - Grewal  
5. Management - Madhukar Shukla
1.4 LABOUR LEGISLATION


Books for Reference

1. Industrial Relations - Ramaswamy
2. Industrial Relations - T.V. Rao
3. Dynamics of Industrial Relations - Memoria
4. Industrial Relations - Sharma
1.5 Industrial Relations


UNIT 5 : Trade Union- Trade Union Act 1926 – important provisions, A brief study of trade unions at national level

Books for Reference

1. Industrial Relations - Ramaswamy
2. Industrial Relations - T.V. Rao
3. Industrial Relations - Memoria
4. Industrial Relations - Sharma
2.1 HUMAN RESOURCE DEVELOPMENT

UNIT 1 : HRD – Features, objectives and benefit of HRD.


UNIT 3 : Type of Training Apprentership training within Industry vestibule training, supervisory and Management, development E learning, class room lectures, Conferences, Seminars, out bound learning.

UNIT 4 : Career planning and development – concept, stages, career planning, process, development Programme.

UNIT 5 : Stress management – types of stress, coping with stress, Sources – functional and dysfunctional aspects.

Books for Reference

1. HRM - Dwivedi R.S
2. HRM - Sheswani and Khana
3. HRM - Kishori Lal
4. HRM - Beardwell
5. HRM - Bhallachavya
6. HRM - Sharma
7. HRM - Khanna S A
2.2 COMPENSATION MANAGEMENT

UNIT 1 : Introduction – Meaning, objectives, nature of compensation, types – Approaches to compensation (various approaches), Minimum wages, fair wage, living wage, wages links to performance.

UNIT 2 : Managing compensation – strategic compensation planning – Determining compensation – the wage mix.

UNIT 3 : Development of Base pay system – job wage curve, pay grades and rate ranges, preparing salary matrix, Government regulation on compensation, significant compensation issue – Compensation as a retention strategy.

UNIT 4 : Rationale of incentive plans, administering incentive plans-Time and piece rate incentive plans – Halsey, Rowan, Taylor’s, Emerson’s Efficiency and Gantt’s plans.


Books for Reference

1. Compensation and reward management : B.D. Singh
2. Compensation : Milkovich & Newan
3. Strategic Compensation : Joseph
4. Compensation management and knowledge based world : Richarl & Anderson
2.3 LABOUR LAW

UNIT 1  : Factories Act 1948 - object, applicability, obligation

UNIT 2  : Employee’s Provident Fund and Miscellaneous provision Act 1952 – Object, Applicability, Provision

UNIT 3  : Employees State Insurance Act 1948
  Provision, applicability, main benefits, etc.,

UNIT 4  : Payment of Gratuity Act 1972
  Scope, applicability, benefits, etc.,

  Object, applicability, intent, provisions, etc.,
2.4 ORGANIZATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

UNIT 1  : Organizational development – Meaning, Characteristics, Objectives, Models – Organizational values, Assumptions, Beliefs in OD.


UNIT 3  : OD intervention – Factors influencing the Choice of an OD intervention (Team intervention, Comprehensive interventions, Structural interventions)

UNIT 4  : Organizational Change – Meaning, Importance, Types – Resistance to Change – Managing Resistance to change, Organizational changes in India.

UNIT 5  : Organizational culture – Types, Functions – Creating, Sustaining and changing a culture –Theory.

Book for Reference:

1. HRM – Dwivedi R S
2. HRM – Sheswani and Khana
3. HRM – Kishori Lal
4. HRM – Beardwell
5. HRM – Bhallachavya
6. HRM – Sharma
7. HRM – Khanna S.A
## 2.5 Strategic HRM

<table>
<thead>
<tr>
<th>UNIT</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT 1</td>
<td>Meaning of Strategic HRM</td>
</tr>
<tr>
<td>UNIT 2</td>
<td>HRM – Linkage to Business Goals</td>
</tr>
<tr>
<td>UNIT 3</td>
<td>Strategic Approach to IR</td>
</tr>
<tr>
<td>UNIT 4</td>
<td>HRD audit and HRIS</td>
</tr>
<tr>
<td>UNIT 5</td>
<td>Virtual learning organizations and change management</td>
</tr>
</tbody>
</table>