HUMAN RESOURCE DEVELOPMENT 75hrs

Module 1-Human resource development: Recent trends and challenges, the concepts of human resource development- sub-systems human resources development- The new role.

8hrs

Module 2

Management development techniques; development-analysis of development of self – assessment –management development- definition- need- the system concept- essential ingredients of the management development programmes-techniques of management development

8hrs

Module 3

Organizational development

Introduction, definition and concept, characteristics of od, operational goals of od, conditions for success of od, od assumptions, the phases of od, techniques of od, benefits of od, limitations of od, what is change process?, types of change

10hrs

Module 4

HRD culture and climate, hrd for workers ,hrd iod approach to industrial relation, organizing for hrd emerging trends and perspectives

8hrs

Module 5

Human engineering research- meaning and definition of human engineering-
work improvement- work measurement VS work improvement- work study – method study techniques

10hrs

Module 6

Quality of work life

Meaning of QWL, Objectives of QWL, Work Life Balance, Techniques of Improving QWL, QWL – The Indian Scenario

10hrs

Module 7

Organisational culture

Meaning of Organizational Culture, Strong vs. Weak Culture, Role of Organizational Culture, Culture Creation, Ethical Organizational Culture,Culture & Nations

6hrs

Module 8

Career growth and development

The Concept of Career, Career Planning and Process, Career Development and Models, Career Management Models, Succession Planning

5hrs

Module 9

Research- type of research- objective- coverage of research area – method and tools- sources of information- research procedure

REFERENCE BOOKS:

1. M.G. Rao, B.S. Mintty & K.K. Rao: Personnel Management: Text & Cases
2. B.P.Singh & T.N. Chhabra: Personnel Management & Industrial Relations.
3. P.Subba Rao & V.S.P.Rao: Personnel/Human Resource Management: Text, Cases, Games.
4. M.N. Rudrabasavaraj: Dynamic Personnel Administration
5. K.K.Ahuja: Personnel Management.

BBM-662: Organizational Development

OBJECTIVES:
Change and development is a very important factor in today's time. This syllabus basically aims to familiarize the students as to why does the change occur, the nature of change process, planned change, resistance to change and the key aspects of organizational development.

MODULE I

Organization Change and Development (8 Hours)

Introduction to Organisation development, concepts, model. Organistion renewal, change as planned process, adapting to change, resistance to change, tools for change

MODULE-II (12 HOUR)

Understanding the OD process

Role of OD practitioner, Diagnostic process, diagnostic models, red flags in diagnosis. Overcoming resistance to change, leading change, a change model

MODULE-III (10HOUR)

Developing Excellence in Individuals

Process Intervention skills, group process, types of process interventions
OD intervention strategies -basic strategies to change, major OD intervention techniques
Employee empowement and personal interventions- laboratory learning, Johari window, Transactional Analysis, Career life planning and Stress Management

MODULE-IV (16 HOUR)

Developing High Performance in Teams

Team Development Interventions -Team approach, team development approaches, outdoor experiential laboratory training, Role negotiation and analysis
Intergroup development interventions
Work Team Development

MODULE V: (I4 HOUR)

Developing Success in Organisations

High performance Systems and learning organisations, Organisation transfromation and strategic changes, The challeng and future for organisations
(l2-Hours)

Books For Reference

1. An Experiential Approach to Organizational Development By Donald Brown & Don Harvey
2. Organization Development by French, Bell, Vohra
3. Organization Change and Development by Kavita Singh
4. Theory of Organization Development and Change

BBM-663:INDUSTRIAL RELATIONS

OBJECTIVE OF THE COURSE: To familiarize the students with the importance of understanding the maintenance of industrial discipline by effectively handling different types of disputes and different types of Acts made for the same.

MODULE 1

Introduction to Industrial Relation; Definition, & Meaning; Factors oflR; Importance & scope of IR; Objectives & Approaches of IR. 12HRS

MODULE 2

Grievance Handling and Industrial Discipline: Concept; Causes & Procedure for settlement; Indiscipline/misconduct; Causes of Misconduct; Types of punishment under standing order 13HRS

MODULE 3

Industrial Disputes: Meaning of Industrial Conflicts, Causes and Types of IC-Strikes & Lockouts, Machinery for resolving Industrial Disputes under the Industrial Disputes Act 1947, Arbitration, Adjudication, Prevention of Industrial Conflicts, and Approaches to settlement of IC. 16HRS

MODULE 4

Indian Trade Union Movement; Nature of Trade Union; Functions, Objectives & Importance of Trade Union; Trade Union Movement; Reasons for employee to join trade union; Problems of TU & Remedies; Trade Union Act 1926 12HRS

MODULE 5

Collective Bargaining: Meaning, definition & concept of CB, prerequisites for collective bargaining; CB Process; Principles of CB; Essential conditions for the success of CB, CB in India 12HRS

MODULE 6

Collaboration for Workers participation in management: Bases of Collaboration; Interventions for Collaboration; Meaning, concepts and objectives of workers participation in management; growth and development or workers participation the management; types of worker participation in management.

10HRS

Reference Books:

1. Essentials ofHRM and Industrial Relation- Text and cases. Subba Rao- Himalaya Publications.
2. Dynamics oflndustrial Relations the India-Text. Mamoria & Gankar- Himalaya Publications.
3. The Industrial Disputes Act, 1947-Sathpal Puliani- Karnataka Law Journal Publications, Bangalore.
4. IndustriaLRelations and Labour Law-Srivastava- Vikas Publications.

BBM-664 : COMPENSATION MANAGEMENT

OBJECTIVE OF THE COURSE: To familiarize students with importance of financial and non financial benefits offered by different segment of industries for motivating and keeping the potential employees satisfied.

MODULE I 10hrs

The Foundation of Reward Management: concept, aims, transactional and transformational aspects of RM; The total Reward Process; Motivational & Financial and Non Financial Rewards; Factors affecting levels of Pay.

MODULE II 3hrs

Reward Philosophy, Strategy, and Policy

MODULE III 12hrs

Job Analysis- definition and process; Job description-elements and concepts; Job Evaluation-definition, purpose and methods, Job evaluation process.

MODULE IV 10hrs

Wage and Salary administration- nature and purpose, compensation, Reward. Wage levels and wage structure; wage determination process; theory of wages; types of wages; wage differentials.

MODULE V 10hrs

Contingent pay; Paying for Performance, Competence related pay; skill related pay; shop floor incentives and bonus schemes; sales force Incentive schemes.

MODULE VI 10hrs

Special Aspects of RM: Executive and International compensation; Compensation for teams; Gain Sharing; Profit sharing; Employee and Executive Share schemes; Boardroom pay.

MODULE VII 10hrs

Employee benefits and Total Remuneration: pensions, tax considerations; Fringe benefits; Fringe benefits in India.

MODULE VIII 10hrs

Managing Reward system; Evaluating the Reward System, pay reviews, control, responsibility for reward; Reward Management procedures, computerized reward management.

Books for Reference:

1. Reward Management- Remuneration Strategy and Practice, Michael Armstrong & Helen Murlis, Crest Publishing House.
2. A Handbook of HRH Practice, Michael Armstrong, Kogan Page Ltd.
3. Personnel Management, C B Mamoria, Himalaya Publishing House.

4. Organization Behavior- Fred Luthans, MC Graw Hill Pub.

BBM-665: LABOUR LAWS

OBJECTIVES OF THE COURSE: To familiarize the students with the important statuary provisions made for the benefit of employees in different organizations.

MODULE 1 8hrs

PAYMENT OF WAGES ACT – 1936: Definitions; Responsibility for payment; Deductions from wages for absence from duty, damage for loss, for services rendered, recovery of advances and loans; Maintenance of registers and records; Penalty for offences; Payment of undisbursed wages incase of death.

MODULE 2 8hrs

PAYMENT OF BONUS ACT – 1965: Definitions, eligibility of bonus, payment for minimum and maximum bonus, disqualification for bonus, set on and set off allocable surplus, time limit for payment for bonus.

MODULE 3 8hrs

Workmen's Compensation Act, 1923: Historical Background, objectives, scope, features of the Act. Definitions, workmen compensation, contracting- employer's liability to pay compensation, amount of compensation, methods of calculation wages, compensation not assigned, attached or changed. Commissioners.

MODULE 4 8hrs

ESI ACT – 1948: Definitions, Contributions- who is to be insured, principle employer to pay contribution in the first instance, general provisions as to payment of contributions, methods of payment.

Benefits: Sickness benefit, maternity benefit, disablement benefit, dependants benefit, medical benefit.

Penalties: Punishment for false statement, punishment for failure to pay contributions and prosecutions.

MODULE 5 8hrs

MATERNITY BENEFIT ACT – 1961: Definitions, employment of, or work by, women prohibited during certain period, right to payment of maternity benefit, continuance of payment pf maternity benefit in certain cases, Leave for miscarriage, leave for illness arising out of pregnancy/delivery/premature birth child etc, nursing breaks.

MODULE 6 8hrs

PAYMENT OF GRATUITY ACT – 1972: Definitions, continuous of service, payment of gratuity, compulsory insurance, nomination, determination of the amount of gratuity.

MODULE 7 8hrs

FACTORIES ACT – 1948: Short title & Extent; definitions.

Health: cleanliness, disposal of waste, ventilation, dust and fume, artificial humidification, over crowding, lighting, drinking water, toilets, spittoons.

Safety: Fencing of machinery, work on or near machinery in motion, employment of young persons on dangerous machines, safety officer. Welfare: Washing facilities, facilities for storing and drying clothing, facilities for sitting, first aid appliances canteens, shelters and restrooms, crèches. Working hours for adults, annual leave with wages.

MODULE 8 8hrs

INDUSTRIAL EMPLOYMENT ACT- 1946: Definitions, register of standing orders, posting of standing orders, duration and modification of standing orders, payment of subsistence allowance.

MODULE 9 6hrs

PROVIDENT FUND ACT

MODULE 10 5hrs

MINIMUM WAGES ACT

REFERENCE:

1. Labour Law; Arora R and Saiyeed I A; Himalaya Publications.
2. Labour Law; H L Kumar; Universal Publications.
3. Labour Welfare Administration in India; Sewa Singh Chauhan; Kanishka Publishers.
4. Commentary on the Factories Act; Srivastava; Universal Publishers
5. Industrial Relations and Labour Law;