

**SEMESTER I**

**1. Human Resource Management (HRM)**

1. Nature of Human Resource Management
2. Human Resource Planning
3. Job Evaluation
4. Recruitment, Selection, Promotion and Transfer
5. Training and Development
6. Performance Improvement
7. Performance Appraisal
8. Career and Succession Planning
9. Total Quality Management
10. HRD Audit
11. Managing Change through Continuous Improvement
12. Good HR Practices
13. Practices in Human Resource Management
14. Human Resource Practices in Information Technology Industry

**2. Human Resource Development**

1. Introduction to Human Resource Development
2. Training and Organisation Environment
3. Training Needs Analysis
4. Learning Principles and Conditions
5. The Training Program: Selection, Design and Delivery
6. Assessing the Effectiveness of Training
7. Training Audit and Cost Benefit Analysis
8. Training for a New Economy & Skills of a Trainer
9. Emerging Trends in Training
10. Recruitment and Selection
11. Performance Appraisal, Feedback and Reward Systems
12. Quality of Work Life and Career Development

**3. Industrial and Labour Economics**

1. Nature and Scope of Labour Economics
2. Elasticity and Mobility of Labour
3. The Nature of Labour Market and its Problems
4. Efficiency of Labour
5. Wage Management
6. Employment Policy
7. Emerging issues in Labour Economics
8. Introduction Nature and Scope of Industrial Economics
9. Indian Industrial Growth
10. Theories of Industrial Location
11. Industrial Finance
12. Planning and Industrialisation

**4. Leadership and Personality Development**

1. Leadership
2. Attitudes
3. Motivation: The Whys of Human Behaviour
4. Work Motivation Theories
5. Morale
6. Conflict Management
7. Group Dynamics
8. Stress Management
9. Decision Making
10. Personality
11. Techniques of Personality Development
12. Communication and Interpersonal Skills

**SEMESTER II**

**1. Performance and Potential Management**

1. Performance Management System
2. Performance Planning and Goal Setting
3. Performance Appraisals
4. Performance and Training
5. Performance Feedback, Coaching and Counselling
6. Performance Parameters and Key Principles in Human Performance Improvement
7. Current Trends in Performance Management System
8. Performance Competencies
9. Self-Motivation for Managing Super Self Performance
10. Performance Appraisal Format and 360 Degree Sample

**2. Labour Welfare and Industrial Safety**

1. Labour Welfare
2. Labour Welfare Officer
3. Workers Participation in Management
4. Worker's Education Scheme
5. Statutory Labour Welfare Activities
6. Non-Statutory Welfare Measures
7. International Labour Organisation and International Labour Conference
8. Industrial Accidents and Industrial Safety
9. Motivation and Training
10. Personal Protective Equipment
11. Safeguarding of Machinery
12. Safety Officer and Inspection
13. Methods to Combat Fire Hazards

**3. Labour Laws - I**

1. Factories Act, 1948
2. Industrial Disputes Act 1947
3. Industrial Employment Standing Order Act 1946
4. Contract Labour (Regulation and Abolition) Act 1970
5. Maternity Benefit Act, 1961
6. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
7. Payment of Gratuity Act, 1972

**4. Compensation Management**

1. Compensation and Costs - Concepts and Context
2. Control Systems for Labour Costs
3. Compensation Systems Their Merits and Demerits
4. Wage and Salary Administration
5. Legal Framework for Wage and Salary Administration
6. Compensation Structures
7. Compensation Surveys
8. Pay Structure Today and Tomorrow
9. Process and Steps for Preparation of Payroll
10. Incentives, Reward System and Pay Restructuring
11. Tax Planning and Payroll Components
12. Emerging Issues and Trends
13. Constitutional and International Labour Standard and Norms

**SEMESTER III**

**1. Employee Relations**

1. Industrial Relations – Evolution, Concept and Approach
2. Evolution of Industrial Relations Policies
3. Industrial Disputes
4. Mediation, conciliation, Arbitration and Adjudication
5. Grievance Procedure
6. Trade Union and Collective Bargaining
7. Workers Participation in Management
8. Domestic Enquiry
9. The Regulative Labour Legislations

**2. Organisational Development**

1. Organisation
2. Organisational Change and Organisational Development
3. Characteristics of Organisational Development
4. Foundation and Research of Organisation
5. Action Research and OD
6. Interventions
7. Team Interventions
8. Intergroup and Third Party Peacemaking Interventions and Structural Interventions
9. Organisation wide Interventions
10. Change Agents and Emerging Issues in OD
11. Power and Politics and Organisation Development

**3. Human Resource Information System**

1. Evolution of Human Resource information system
2. Introduction to Database Management system
3. Design of Human Resource Information system
4. HRIS – Need Analysis
5. Human Resources Analytics
6. Introduction to the Management of Change
7. Outsourcing and HRIS
8. Talent management
9. E-recruitment and Selection
10. Training and Development in e-learning Organisations
11. Performance Management System and Compensation
12. International HRM and HRIS

**4. Labour Laws – II**

1. Payment Of Wages Act 1936
2. Minimum Wages Act 1948
3. Payment of Bonus Act, 1965
4. Employees Compensation Act, 1923
5. ESI Act, 1948
6. EPF and Miscellaneous Provisions Act, 1952
7. Mines Act. 1952

**Semester. IV**

**1. TQM and HR Audit**

1. Evolution of Quality Concepts
2. TQM: Elements and Implementation
3. Quality Strategies for Business Performance
4. Quality Organisation
5. Quality Planning
6. Implementing Quality Management Model - ISO 9001
7. Implementing CMMI - Process Integration and Product Improvement
8. Management Models Complementing Quality
9. Quality Costs
10. Introduction to HR Audit
11. HRD and HR Audit
12. HRD Audit Methodology and Issues
13. Audit Report

**2. Research Methodology & Statistical Quantitative Methods (RM&SQM)**

1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique
8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis
15. Arranging Data to Convey Meaning
16. Measures of Central Tendency (Mean, Median and Mode)
17. Correlation
18. Probability
19. Queuing Theory
20. Game Theory & Decision Theory

**Project**

**Student is required to submit a project by the end of the semester 4.**