

**MBA IIIrd Year (Human Resource Management)**

**Paper - I**

**TRAINING AND DEVELOPMENT**

**COURSE CONTENTS :**

- Unit-I** Training Process - an overview; Role, Responsibilities and Challenges to Training Managers.
- Unit-II** Organization and Management of Training Function; Training Needs Assessment and Action Research.
- Unit-III** Instructional Objectives and Lesson Planning; Learning Process; Training Climate and Pedagogy.
- Unit-IV** Developing Training Modules; Training Methods and Techniques; Facilities Planning and Training Aids; Training Communication.
- Unit-V** Training Evaluation; Training and Development in India.

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**Paper - II**

**Organization Development**

**COURSE CONTENTS:**

- Unit -I** An Overview of Concepts of Organizational Change : Process, causes, resistance to change and overcoming resistance, Effectiveness and Development; Skills of Change Agent;
- Unit-II** Organizational climate and Culture; Power and Politics; The Process of Empowerment;
- Unit -III** Organizational Learning; Creativity and Innovation;
- Unit -IV** Conflict - Nature, types and management and Negotiation; Inter group Behaviour and Collaboration;
- Unit -V** Organizational values; Management of Gender Issues; Cross Cultural Dynamics.

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**Paper - III**

**HUMAN RESOURCE PLANNING AND DEVELOPMENT**

**COURSE CONTENTS :**

- UNIT-I** Macro Level Manpower Planning and Labour Market Analysis; Organisational Human Resource Planning: Stock Taking.
- UNIT-II** Work Force Flow Mapping; Age and Grade Distribution Mapping; Models and Techniques of Manpower Demand and Supply Forecasting.
- UNIT-III** Behavioural Factors in Human Resource Planning-Wastage Analysis; Retention; Redeployment and Exit Strategies; Career Management and Career Planning.
- UNIT-IV** Performance Planning; Potential Appraisal and Career Development; HRD Climate; Culture; QWL and Management of Change,
- UNIT V** TQM and HRD Strategies; HRD in Strategic Organisations; Human Resource Information System Human Resource Valuation and Accounting.

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**Paper - IV**

**INTERNATIONAL HUMAN RESOURCE MANAGEMENT**

**COURSE CONTENTS:**

- Unit-I** Concepts and Perspectives on Human Resource Management; Human Resource Management in a changing Environment; Corporate Objective and Human Resource Planning;
- Unit-II** Career and Succession Planning; Job Analysis and Role Description; Methods of Manpower Search; Attracting and Selecting Human Resources;
- Unit-III** Induction and Socialization, Manpower Training and Development;
- Unit-IV** Performance Appraisal and Potential Evaluation; Job Evaluation & Wage Determination;
- Unit-V** Employee Welfare; Industrial Relations & Trade Unions; Dispute Resolution & Grievance Management; Employee Empowerment.

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**Paper - V**

**INDUSTRIAL RELATIONS**

**COURSE CONTENTS :**

- UNIT-I** Industrial Relations Perspectives, Industrial Relations and The Emerging Socio-economic Scenario; Industrial Relations and the State.
- UNIT-II** Legal Framework of Industrial Relations; Role and Future of Trade Unions; Trade Union and the Employee; Trade Union and The Management.
- UNIT-III** Discipline and Grievance Management; Negotiation and Collective Settlements.
- UNIT-IV** Participative management and Co-ownership,; Productive Bargaining and Gain Sharing
- UNIT-V** Employee empowerment and Quality Management; Industrial Relations and Technological Change.