



SYLLABUS FOR HUMAN RESOURCE MANAGEMENT

(For hints & guidelines only)

DURATION:	4 Months – Twice a week
TIMINGS:	6.30pm to 8.30pm
COURSE FEES:	Rs. 5000/-
TEACHING METHODOLOGY:	Detailed classroom lectures with practical Case Study Illustrations

PAPER – 1 ORGANIZATIONAL BEHAVIOR

- Introduction to Organizational Behavior
- Organizational Goals & Goals of Organization
- Organizational Theory
- Organizational Development
- Meaning of Organization Structure
- Stress
- Conflict
- Perception
- Motivation
- Negotiation Skills
- Learning
- Change
- Group & Group Dynamics
- Control
- Discipline & Disciplinary Procedure
- Leadership
- Training & Development
- Culture
- Grievance & Grievance handling
- Communication
- Decision Making
- Counseling
- Benchmarking



PAPER – 2 HRM DEVELOPMENTS

- Introduction to HR
- Human Resource Management
- Strategic Human Resource Management
- Human Resource Development
- Human Resource Planning
- Team Effectiveness
- Job Analysis
- Job Description
- Job Specification
- Job Evaluation
- Job Design, Designing Jobs
- Manpower Planning
- Compensation Management
- Performance Appraisal
- Participation in Management, Unions, Organizational Downsizing

PAPER – 3 INDUSTRIAL RELATIONS & TQM

- Industrial Labor Laws – Factories Act
- Contract Regulation & Abolition Act
- Provident Fund Act
- Payment of Wages Act
- Minimum Wages Act
- Trade Union Act
- Industrial Dispute Act
- Standing Order Act
- Total Quality Management

Contact

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