மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

MANONMANIAM SUNDARANAR UNIVERSITY

SYLLABUS FOR DIPLOMA IN HUMAN RESOURCE MANAGEMENT PROGRAM OFFERED THROUGH DIRECTORATE OF VOCATIONAL EDUCATION (COMMUNITY COLLEGES AND VOCATIONAL SKILL DEVELOPMENT CENTRES) FROM 2019 – 2020

கல்விசார் நிலைக்குழுக் கூட்டம்

MEETING OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS HELD ON WEDNESDAY THE 22nd JANUARY 2020

DIPLOMA IN HUMAN RESOURCE MANAGEMENT
மனிதவள மேலாண்மையில் பட்டயம்

SCHEME OF EXAMINATION

Subject code	Title of the Course	Credit	Hours	Passing Minimum
Semester I				
C19HR11/E19HR01	Fundamentals of Human Resource Management	6	90	40/100
C19HR12/E19HR02	Manpower Planning	6	90	40/100
C19HR13/E19HR03	Job Analysis	6	90	40/100
C19CE10/E19CE10	Communicative English	6	90	40/100
C19HR14/E19HR04	Counselling Skills	6	90	40/100
Semester II				
C19HR21/E19HR05	Recruitment and Selection	6	90	40/100
C19HR22/E19HR06	Training and Development	6	90	40/100
C19LS23/E19LS05	Life Skill	6	90	40/100
C19HR24/E19HR07	Compensation and Performance Appraisal	6	90	40/100
C19HRPW/E19HRPW	Internship/Project	10	150	40/100

Eligibility for admission: Pass in 10thstd examination conducted by the Govt. of Tamil Nadu Board of Secondary Education, Government of Tamil Nadu or any other equivalent examination.

Examination: Passing Minimum for each Course is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the Courses and as given below:

40 % but less than 50 %   - Third class
50 % but less than 60 %   - Second class
60 % and above   - First class

<u>**Theory Paper**</u>

Internal Marks-25
External Marks-75

Syllabus

Semester I

Course I   - Fundamentals of Human Resource Management
Course II   - Manpower Planning
Course III   - Job Analysis
Course IV   - Communicative English
Course V   - Counselling Skills

Semester II

Course VI   - Recruitment and Selection
Course VII   - Training and Development
Course VIII   - Life Skill
Course IX   - Compensation and Performance Appraisal
Course X   - Internship/Project

*(Semester Pattern for Community College Only)

PROGRAM_OBJECTIVE
1. To understand the functioning of human resource management in an organizational setting.
2. To ensure the availability of a competent and willing work force to an organization.
3. To recognize the role of HRM in bringing about organizational effectiveness

SEMESTER I
COURSE - I
(C19HR11/E19HR01)FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

OBJECTIVE:
1- To study the Objectives and significance of HRM.
2- To know about Human Resource planning.
3- To identify Human Resource gap.

UNIT- I   **18 Hrs**
Concept of Human resource management-Objectives and significance of HRM-Nature and scope of HRM.

UNIT - II   **18 Hrs**
Acquiring Human resources – Human Resource planning – Identification of Human Resource gap. Organization structure for Human resource management –organizing HRM functions.

UNIT - III   **18 Hrs**
Development of HRM-Models for managing Human resource. Development of HRM in India. Carrier planning and Development-Training and Development.

UNIT - IV   **18 Hrs**
Performance Management-Methods of performance appraisal-Appraisal feedback..Compensation management-Job evaluation-methods of job evaluation. Incentives and benefits.

UNIT -V   **18 Hrs**
Motivating and maintaining Human Resource. Workers participation in management. Safety and Health management.

OUTCOME:
1- Understand Carrier planning and Development.
2- Learn the Methods of performance appraisal.
3- Understand Workers participation in management.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

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COURSE -II

(C19HR12/E19HR02)**MANPOWER PLANNING**

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OBJECTIVE:

1- To know the importance of Man power planning.
2- To study Man power planning process.
3- To find Short term man power planning.

UNIT -I   **18 Hrs**

Concept of human resource planning –Nature Scope and significance of Manpower planning Importance of Man power planning –Responsibility of Man power planning.

UNIT-II   **18 Hrs**

Man power planning process –objectives of man power planning – Identification of man power gap Forecasting Needs for Human resources-Techniques for Forecasting human resource needs.

UNIT - III   **18 Hrs**

Time dimensions of Man power planning-Short term man power planning – long term Manpower planning. Barriers to effective Manpower planning-Measures for making Man power planning effective.

UNIT-IV   **18 Hrs**

Man power supply Forecast-Uses of Human Resource Information – Management Inventories. External supply- Human Resource programming-Human Resource plan implementation-Recruitment - Selections and Placement.

UNIT-V   **18 Hrs**

Strategic Human Resource initiatives – stagiest for Managing shortages-Strategies for managing surpluses. Control and Evaluation, Human Resource planning and the govt.

OUTCOME:

1- Understand the Man power planning effective.
2- Learn Human Resource Information.
3- Understand Strategic Human Resource initiatives.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

(C19HR13/E19HR03)JOB ANALYSIS

OBJECTIVE:

- To find out Significance of Job Analysis.
- To study Process of Job Analysis.
- To identify Methods of Job Design.

UNIT-I   **18 Hrs**

Job Analysis – Concepts – Objectives. Significance of Job Analysis, Strategic Choices in Job Analysis, Job analysis and Human Resource Development

UNIT -II   **18 Hrs**

Job Analysis – Uses of Job Analysis – Process of Job Analysis –Methods of Information Collection for Job Analysis –Information Processing.Job Enrichment – consequences of Job Enrichment –Making Job Enrichment Effective. Job Redesign – Steps in Job Redesign.

UNIT-III   **18 Hrs**

Job Design Definition and purpose – Methods of Job Design – Factors in Job Design-Mechanism of Job design

UNIT -IV   **18 Hrs**

Job Analysis – Uses of Job Analysis – Process of Job Analysis –Methods of Information Collection for Job Analysis –Information Processing.

UNIT-V   **18 Hrs**

Role Analysis – Concepts– Objectives of Role Analysis– Process of Role Analysis – Uses and Applications of Role Analysis.

OUTCOME:

1- Understand Factors in Job Design-Mechanism of Job design.
2- Learn Information Processing.
3- Received the Process of Role Analysis.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

(C19CE10/E19CE10)**COMMUNICATIVE ENGLISH**

1. **Basic Grammar**:
   a. Review of grammar
   b. Remedial study of grammar
   c. Simple sentence
   d. Word passive voice etc.

2. **Bubbling Vocabulary**:
   a. Synonyms
   b. Antonyms
   c. One – work Institution

3. **Reading and Understanding English**
   a. Comprehension passage
   b. Précis – writing
   c. Developing a story from hints.

4. **Writing English**
   a. Writing Business letters.
   b. Paragraph writing
   c. Essay writing
   d. Dialogue writing

5. **Speaking English**
   a. Expressions used under different circumstances
   b. Phonetics

Reference :

1. V.H.Baskaran – "English Made Easy"

2. V.H.Baskaran – "English Composition Made Easy"

   (Shakespeare Institute of English Studies, Chennai)

3. N.Krishnaswamy – "Teaching English Grammar"

   (T.R.Publication, Chennai)

4. "Life Skill" – P.Ravi, S.Prabakar and T.TamzilChelvam,

   M.S.University, Tirunelveli

COURSE -V

(C19HR14/E19HR04)COUNSELLING SKILLS

UNIT-I   **18 Hrs**

Counseling – Meaning, Nature and Scope of the Study. Significance of Counseling Skills.

UNIT-II   **18 Hrs**

Working with Clients, Past, Present and Future issues. Motivating and solving problems through counseling skills.

UNIT-III   **18 Hrs**

Counseling to stress, Anxiety and self defeating behaviors'. Relationship with bereavement and loss.

UNIT-IV   **18 Hrs**

Developing effective listening skills developing appropriate responding skills.

UNIT-V   **18 Hrs**

Ethics in Counseling – Ethical principles for good practice in counseling. Essential qualities of counselor.

Reference Books:

1.Practical Counseling and Helping Skills–Jones Nelson

2.Theroy and Practice of Group Counselling-Gerald

COURSE -VI

(C19HR21/E19HR05)**RECRUITMENT AND SELECTION**

OBJECTIVE:

- To know about Criteria for Selection Process.
- To study the Techniques for Selection.
- To identify Campus Recruitment

UNIT-I 18 Hrs

Concept of Recruitment – Meaning, Objectives, Scope and Definition.Importance and Relevance of Recruitment.

UNIT-II 18 Hrs

Selection – Concept of Selection. Criteria for Selection Process. Advertisement and Application Screening – Guidelines for Selection Procedure. Techniques for Selection.

UNIT-III 18 Hrs

Internal notification – Promotion – Types. External – Campus Recruitment – Advertisement, Job Boards placement consultancies.

UNIT-IV 18 Hrs

Modern recruitment – internet recruitment – Search Engine, Social Recruiting Agencies.

UNTI-V 18 Hrs

 Job Design – Introduction, Definition, Modern Techniques, Factors affecting job design. Contemporary issues in Job Design.

OUTCOME:

1- Receive idea about internet recruitment.
2- Understand Social Recruiting Agencies.
3- Learn Factors affecting job design.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

(C19HR22/E19HR06)**TRAINING AND DEVELOPMENT**

OBJECTIVE:

- To study Training Needs Analysis.
- To know the Types of Training.
- To identify Training methods.

UNIT I   **18 Hrs**

Training and Assessment of Needs: Definition – Importance of training in different settings – Training as a profession – Training Needs Analysis – Types of Training – Training design – Steps involved in training.

UNIT II   **18 Hrs**

Training methods: Non-experimental Training Techniques: Lecture method, Audio Visual assisted method, Programmed Instruction and Computer Assisted Instruction method: Suitability, advantages and limitations.

UNIT III   **18 Hrs**

Experimental Training Techniques: Experimental Learning approaches; Simulation – In-basket Technique – Case-Study Method – Role – Playing – Behavior Modeling Training; T-Groups-Group Discussion; Educational Games; Training with psychological instruments: suitability, advantages and limitations.

UNIT IV   **18 Hrs**

Technical Training Systems: On-the-job and off-the-job technical training – Training approaches to improve Productivity and quality – TQM, Quality Circles, KAIZEN.

UNIT V   **18 Hrs**

Training and Developing Managers: Management Development: The nature of the Managerial job – Knowledge and Skills requirements of managers – Management Development Programs and Techniques; Career Planning and Development.

OUTCOME:

1- Understand advantages and limitations of job analysis.
2- Receive Training approaches to improve Productivity and quality.
3- Learn Career Planning and Development.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

COURSE - VIII

(C19LS23/E19LS05)**Life Skill**

I <u>Life Coping or adjustment</u>

    (a) External and internal influence in one's life
    (b) Process of coping or adjustment
    (c) Coping with physical change and sexuality
    (d) Coping with stress, shyness, fear, anger far live and criticism.

II <u>Attitude</u>

    (a) Attitude
    (b) Self acceptance, self – esteem and self actualization
    (c) Positive thinking

III <u>Problem Solving</u>

    (a) Goal Setting
    (b) Decision Making
    (c) Time Management and stress Management.

IV <u>Computers</u>

    (a) Introduction to Computers
    (b) M.S.Office
    (c) Power Point

V <u>Internet</u>

    (a) Introduction to internet
    (b) E – mail
    (c) Browsing

<u>References:</u>

1) Life Skill Programme course I & II by Dr. Xavier Alphona MCRDCE Publications. R.K.Mutt Road, Chennai – 28
2) ஆளுமைபண்புவளர்த்தல் மற்றும் தகவல் தொடர்பு by M.SelvarajCommunity College,Palayamkottai
3) "Life Skill" –P.Ravi, S.Prabahar&T.TamilChelvam, M.S. University, Tirunelveli

COURSE -IX

(C19HR24/E19HR07)COMPENSATION AND PERFORMANCE APPRAISAL

OBJECTIVE:

- To know Importance of Compensation.
- To study compensation management.
- To find Problems in Performance Appraisal .

UNIT I   **18 Hrs**

Compensation- Meaning ,Nature and Scope of Compensation Importance of Compensation. Various Methods of Compensation.

UNIT II   **18 Hrs**

Concept of compensation- objectives- compensation management-job evaluation and compensation plan-contingent factors in compensation plan. Executive compensation

UNIT-III   **18 Hrs**

Objectives of performance Appraisal Issues and Problems in Performance Appraisal . Job Description and. Job Analysis in performance Appraisal Systems

UNIT-1V   **18 Hrs**

Historical Review of P performance Appraisal . Research Findings in Performance in India . Methods of P A Appraisal Forms and Formats Measurements in P A Performance Management . Process and Documentation of P A Appraisal

UNIT V   **18 Hrs**
Communication Appraisal Interview Performance Feedback and Counseling. Implications of Management Styles on. P A and its Organizational Implications . Legal and Ethical Perspectives in P A

OUTCOME:

1- Understand Research Findings in Performance in India .
2- Learn Process and Documentation of Performance Appraisal.
3- Receive idea about Performance Feedback and Counseling.

Reference Books:-
1. Human Resource Management by K. Aswathappa
2. Human Resource Management by N. K. Singh
3. Human Resource Management by L. M. Prasad

COURSE -X

(C19HRPW/E19HRPW)**INTERNSHIP/PROJECT**

- The students of this course are required to take up Internship training or undertake a project work on a specific topic during the second semester and submit a report at the end of the semester but before the commencement of the end semester examination. The period of the internship can be decided the centres concerned according to the availability of the training opportunities available. The choices could be either the internship can be on a daily basis in the afternoon or evening throughout the semester or for a period of one month after completion of the classes, before the examinations.