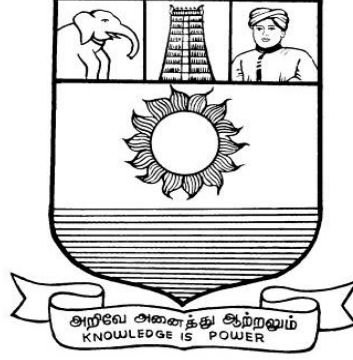


மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
திருநெல்வேலி – 627 012

Manonmaniam Sundaranar University
Thirunelveli – 627 012.



கல்விசார் நிலைக்குழுக் கூட்டம்

**MEETING OF THE STANDING COMMITTEE ON
ACADEMIC AFFAIRS HELD ON 09.02.2017**

**Syllabus for Diploma in Human Resource Management Course
Offered through Directorate of Vocational Education
(Community Colleges and Extension Learning Programme)
from 2017 - 2018**

Course Code: 5238

DIPLOMA IN HUMAN RESOURCE MANAGEMENT
SCHEME OF EXAMINATION

Subject code	Title of the Paper	Credit	Hours	Passing Minimum
Semester I				
C17HR11/E17HR01	Fundamentals of Human Resource Management	6	90	40/100
C17HR12/E17HR02	Manpower Planning	6	90	40/100
C17HR13/E17HR03	Job Analysis	6	90	40/100
C17CE10/E17CE10	Communicative English	6	90	40/100
C17HR14/E17HR04	Counseling Skills	6	90	40/100
Semester II				
C17HR21/E17HR05	Recruitment and Selection	4	60	40/100
C17HR22/E17HR06	Training and Development	4	60	40/100
C17LS23/E17LS05	Life Skill	4	60	40/100
C17HR24/E17HR07	Compensation and Performance Appraisal	6	90	40/100
C17HRPw/E17HRPw	Internship / Project	12	180	40/100

Eligibility for admission: Pass in 12thstd 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 paper is 40%. Classification will be done on the basis of percentage marks of the total marks obtained in all the papers and as given below:

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

Syllabus

First Semester:-

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

Second Semester:-

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

***(Semester Pattern for Community College Only)**

SEMESTER I

**(C17HR11/E17HR01)FUNDAMENTALS OF HUMAN RESOURCE
MANAGEMENT**

UNIT - I

Concept of Human resource management - Objectives and significance of HRM - Nature and scope of HRM.

UNIT - II

Acquiring Human resources – Human Resource planning – Identification of Human Resource gap. Organization structure for Human resource management – organizing HRM functions.

UNIT - III

Development of HRM - Models for managing Human resource. Development of HRM in India. Career planning and Development-Training and Development.

UNIT - IV

Performance Management - Methods of performance appraisal - Appraisal feedback..Compensation management-Job evaluation-methods of job evaluation. Incentives and benefits.

UNIT - V

Motivating and maintaining Human Resource. Workers participation in management. Safety and Health 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

(C17HR12/E17HR02)MANPOWER PLANNING

UNIT -I

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

UNIT-II

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

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

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

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

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

(C17HR13/E17HR03) JOB ANALYSIS

UNIT-1

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

UNIT -11

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-111

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

UNIT -1V

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

UNIT-V

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

(C17CE10/E17CE10)COMMUNICATIVE ENGLISH

UNIT- I Communication – Meaning – Definition – Process/Element – Principles of effective communication - Importance – Modern communication devices – Barriers of communication – Measures to Overcoming the Barriers.

UNIT – II Structure of a business letter – Kinds of Business Letters — Letter of Enquiry – Quotations – Offers – Order letters – Trade Reference - Execution of order – Cancellation of an order.

UNIT – III Complaint letters – Adjustment and Settlements – Circular letters.

UNIT – IV Sales letters – Three P's of Sales Letters – Functions of Sales Letters.

UNIT – V Banking letters – Importance – Principles – Job Applications

Reference Books:

1. Commercial Correspondence and Office management – R.S.N.Pillai and Baghavathi
2. Modern Business Correspondence and Minutes writing – J.C. Bahi and S.M. Nagamia
3. Essentials of Business communication – Rajendrapal anf J.S.Korlahali
4. Business correspondence and Report writing – R.C. Sharma , Krishna mohan
5. Modern Business Letter – L. Gartside

(C17HR14/E17HR04)COUNSELLING SKILLS

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

Developing effective listening skills developing appropriate responding skills.

UNIT-V

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

SEMESTER II

(C17HR21/E17HR05) RECRUITMENT AND SELECTION

UNIT-I

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

UNIT-II

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

UNIT-III

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

UNIT-IV

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

UNIT-V

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

(C17HR22/E17HR06) TRAINING AND DEVELOPMENT

UNIT 1: 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 2: Training methods: Non-experimental Training Techniques: Lecture method, Audio Visual assisted method, Programmed Instruction and Computer Assisted Instruction method: Suitability, advantages and limitations.

UNIT 3: Experimental Training Techniques: Experimental Learning approaches; Simulation – In-basket Technique – Case-Study Method – Role – Playing – Behaviour Modeling Training; T-Groups-Group Discussion; Educational Games; Training with psychological instruments: suitability, advantages and limitations.

UNIT 4: Technical Training Systems: On-the-job and off-the-job technical training – Training approaches to improve Productivity and quality – TQM, Quality Circles, KAIZEN.

UNIT 5: 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.

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

(C17LS23/E17LS05)LIFE SKILL

UNIT-I ATTITUDE: Positive thinking – Goal setting – Problem Solving and Decision making – Leadership and Team Work.

UNIT-II COMMUNICATION SKILLS: Oral communication: Concept of English language – Fluency – Verbal Communication in official and public situations.

UNIT-III COMMUNICATION SKILLS: Written Communication: Comprehension – Writing a formal letter like application for Job, enquiry, reply, complaint such others – preparation of Resume, Curriculum Vitae.

UNIT-IV COMPUTING SKILLS – 1: Introduction to Computers, its various components and their respective functions – Memory storage devices – Microsoft (MS) Office – MS Word.

UNIT-V COMPUTING SKILLS – 2: Internet Basics – Origin of Internet – Modem – ISP – Upload – Download – e-mail – Origin of worldwide web (www) Browsers – Search engines.

Reference Books:

Life skill, Manonmaniam Sundaranar University Publications Division (2011)

(C17HR24/E17HR07)COMPENSATION AND PERFORMANCE APPRAISAL

UNIT -1

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

UNIT -11

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

UNIT-111

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

UNIT_1V

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

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

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

(C17HRPw/E17HRPw)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.