

JIWAJI UNIVERSITY
GWALIOR



Syllabus

SUBJECT
PGD IN
HUMAN RESOURCE DEVELOPMENT

INSTITUTE OF
DISTANCE EDUCATION

**SCHOOL OF STUDIES IN DISTANCE EDUCATION
JIWAJI UNIVERSITY, GWALIOR**



Syllabus

PGD in Human Resource Development (HRD)

Paper: PGDHRD101: Human Resource Development
PGDHRD 102: Human Resource Planning
PGDHRD 103: Career Planning Development
PGDHRD 104: Project Work

Scheme of Examination

Each theory paper marks are divided into two parts:

- Theory paper will be of 70 marks for which minimum pass marks are 21.
- Assignment will be of 30 marks for which minimum pass marks will be 12.
- In aggregate passing marks of theory and Assignment should not be less than 40% in each subject.

PGD in Human Resource Development

Paper	Max.			Min.			Total Min. in Theo. & Assignment
	Theory	Assig.	PR	Theory	Assig.	PR	
PGDHRD 101	70	30	--	21	12	--	40
PGDHRD102	70	30	--	21	12	--	40
PGDHRD103	70	30	--	21	12	--	40
PGDHRD Project 104	--	--	200	--	--	80	80

40 % and above but less than 50 % in aggregate	:	Third Division
50 % and above but less than 60 % in aggregate	:	Second Division
60 % and above in aggregate	:	First Division
75 % and above in aggregate	:	First Division with distinction

Note :-

1. A candidate failing in one subject shall be allowed to appear in (Distance mode) supplementary examination held with next year examination.
2. Project and Viva-Voce shall be conducted jointly by the External and Internal Examiners. However in case of difference of opinion the decision of the External examiner shall be final.

**PGD Human Resource Development
Paper – I
Human Resource Development**

Unit – 1

Human Resource management: Concept definition, functions, nature.

Unit – 2

History of HRM in India; Importance of HRM

Unit – 3

Human Resource Development: meaning, definition, objectives, importance.

Unit – 4

Systems and sub – systems of HRM, Training and Development.

Unit – 5

Worker's participation in management. Meaning, objectives and types, motivation.

**PGD Human Resource Development
Paper – II
Human Resource Planning**

Unit – 1

HRP : Meaning, concept, characteristics process, objectives, importance.

Unit – 2

Job Analysis : job description and job specification.

Unit – 3

Recruitment, selection, placement and merit rating.

Unit – 4

Collective Bargaining : Concept & Meaning Characteristics, objectives, Types collective Bargaining in India.

Unit – 5

Employee Problems : Labour & Turnover & absenteeism.

**PGD Human Resource Development
Paper – III
Career Planning Development**

Unit – 1

Career Planning : Meaning, definitions career anchors. Stages of Career Development.

Unit – 2

Career Planning Process. Advantages & Limitations.

Unit – 3

Steps making career Planning.
Effective career Counseling & Guidance.

Unit – 4

Industrial Disputes. Industrial Relations.

Unit – 5

Role of Labour Welfare Officer.

**PGD Human Resource Development
Paper – IV
Project Work**

The title of project work will be decided by Students and Supervisor both, with the permission of Director.

Books Recommended :

Human Resource Management : C.B. Gupta

PGD in Human Resource Development (HRD), IDE, Jiwaji University, Gwalior

Human Resource Management & Development : H.C. Sainy