PERIYAR UNIVERSITY
SALEM – 636 011

PERIYAR INSTITUTE OF DISTANCE EDUCATION (PRIDE)

DIPLOMA IN PERSONEL MANAGEMENT
ONE YEAR

REGULATIONS AND SYLLABUS
(Effective from the Academic Year 2014 – 2015)
DIPLOMA IN PERSONEL MANAGEMENT
REGULATIONS AND SYLLABUS
(Effective from the Academic Year 2014 – 2015)

1. OBJECTIVE OF THE COURSE

To impart knowledge in management and to provide basic conceptual skills and aptitude in the primary business activities so as to enable the aspiring students to exploit the business related opportunities.

2. ELIGIBILITY FOR ADMISSION

A candidate who has passed Higher Secondary Examinations / Students undergoing UG/PG degree courses are also eligible.

3. DURATION OF THE COURSE

One year

4. COURSE OF STUDY AND SCHEME OF EXAMINATIONS

<table>
<thead>
<tr>
<th>Title of the Paper</th>
<th>Duration</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Personel management</td>
<td>3 hours</td>
<td>100</td>
</tr>
<tr>
<td>Industrial Relations</td>
<td>3 hours</td>
<td>100</td>
</tr>
<tr>
<td>Labour Welfare</td>
<td>3 hours</td>
<td>100</td>
</tr>
<tr>
<td>Personal Training and Development</td>
<td>3 hours</td>
<td>100</td>
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5. EXAMINATIONS

Examinations shall be of three hours duration for each paper. Examination will be held at the end of one year. The candidates failing in any subject (s) may be permitted to reappear in the subsequent examinations.

6. QUESTION PAPER PATTERN

Time: 3 Hours                                                             Maximum Marks: 100

Part – A (5 x 5 = 25 marks)
Answer any 5 questions
Answer to each question shall not exceed two pages

Part – B (5x 15 = 75 marks)
Answer any 5 questions
Answer to each question shall not exceed five pages
7. PASSING MINIMUM

The Candidates shall be declared to have passed the examination, if they secure not less than 40 marks in each examination.

8. CLASSIFICATION OF SUCCESSFUL CANDIDATES

Successful candidates passing all the examinations securing the marks (i) 60% and above and (ii) 50% and above but below 60% in the aggregate of the marks prescribed for all subjects shall be declared to have passed the examination in First class and Second class respectively. All other successful candidates shall be declared to have passed in the examination in the Third class.

9. COMMENCEMENT OF THE REGULATIONS

The above regulations shall take with effect from the academic year 2014-2015.

10. TRANSITORY PROVISIONS

As stipulated by the University.
Principles Of Personnel Management

Unit-I
Perspective in personnel Management: Evolution –importance objectives-Role of Personnel Manager.

Unit-II
The concept of best-fit employee: Importance of Planning-Forecasting-Internal and external sources. Selection process screening.

Unit-III
Training and executive development: Training Needs-Types of training methods, purposes, benefits resistance.

Unit-IV
Sustaining employee interest; Compensation plan-Reward-Motivation-Theories of Motivation.

Unit-V

Reference Books:
Industrial Relations

Unit – I:

Concept of Industrial Relations – Scope of Industrial Relations – Objectives – Importance – Approaches to Industrial Relations – Developing Sound Industrial Relations - Aspects of Industrial Relations – Industrial Relations Programme.

Unit – II:

Industrial Relations in India – New Economic Policy (NEP) and Industrial Relations – ILO (International Labour Organization) – Labour Legislation – Functional Requirements of a Successful Industrial Relations Programme

Unit – III:

Industrial Disputes and conflict – Workers participation in Management – Workers participation in Management International Scene - Experts Committee reports on Workers participation in Management.

Unit – IV:


Unit – V:

Key issues in International Industrial Relations – Trade union and International Industrial Relations – The response of trade unions to multinationals – The Issue of Social ‘dumping’ – The Impact of the digital economy.

Reference books:

LABOUR WELFARE

UNIT I:
Definition and meaning of labour welfare - concepts of labour welfare - social concept, total concept, relative concept, positive and negative concept - Principles of labour welfare - Re-personalization of the workers and other principles.

UNIT II:

UNIT III:
Labour Welfare Officer - Qualification, appointment and service conditions - Role, functions, duties and responsibilities of labour welfare officer.

UNIT IV:
Social security - meaning and definition - various social security measures for industrial workers in India.

UNIT V:
Social Work practice in the work place - Characteristics of workforce in Industries - Corporate Social Responsibility (CSR) concept - issues and strategies.

REFERENCES BOOKS:
PERSONNEL TRAINING DEVELOPMENT

UNIT 1:
Introduction to training - Need for Training and Development- Importance of Training and development in organization - Approaches to Training & Development- Role of Trainers - Qualities of a Good Trainer.

UNIT II:
Need Assessment - Motivational aspects of HRD: Development cycle; Reinforcement for behavior modification - Learning theories - stages of learning - learning principles, challenges to become a learning organization – Motivational theories.

UNIT III:
Instructional Approaches: An Overview of Internal Training and External Training - Training Methods- On the job - Apprenticeship, mentoring, Off the job- Case studies, lectures, vestibule training, sensitivity, in-basket, role plays, audiovisual & other contemporary methods. Internal Vs external Training.

UNIT IV:

UNIT V:

Reference Books:
1. Lynton & Parekh, Training for Development, Sage Publication
4. Rao TV , Readings in HRD, Oxford & IBH