1. CONDITION FOR ADMISSION

The candidate who has passed BBA, B.Com, B.A., B.C.A., and B.Sc. of this University or any other University accepted by the syndicate as equivalent thereto subject to such conditions as may be prescribed therefore shall be permitted to appear and qualify for the P.G.Diploma in Personal Management degree Examination of this University.
2. DURATION OF THE COURSE

The course for the P.G.Diploma in Personnel Management shall consist of one Academic year.

3. COURSE OF STUDY

The course of study shall comprise the following subjects according to the syllabus and books prescribed from time to time.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Title of the Paper</th>
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<tbody>
<tr>
<td>1</td>
<td>Principles of Management</td>
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<tr>
<td>2</td>
<td>Employment and Development of Personnel</td>
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<td>3</td>
<td>Industrial relations</td>
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<td>4</td>
<td>Labour Welfare</td>
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<td>5</td>
<td>Wages and Salary Administration</td>
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<td>6</td>
<td>Conflict Management</td>
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<td>7</td>
<td>Human Relations</td>
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<td>8</td>
<td>Corporate Legal Frame work</td>
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<td>9</td>
<td>Personnel Training &amp; Development</td>
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<tr>
<td>10</td>
<td>Project OR Paper: Contemporary Issues in Personnel Management</td>
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</table>
4. **EXAMINATIONS**

The examination shall be three hours duration to each paper at the end of the year. The candidate failing in any subject(s) will be permitted to appear for each failed subject(s) in the subsequent examination.

The external examiners should conduct the Practical Examinations at the end of the year.

5. **SCHEME OF EXAMINATIONS**

The Scheme of Examinations for the year shall be as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Title of the Paper</th>
<th>Exam Duration</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td>1</td>
<td>Principles of Management</td>
<td>3</td>
<td>100</td>
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<td>2</td>
<td>Employment and Development of Personnel</td>
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<td>3</td>
<td>Industrial relations</td>
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<td>8</td>
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<tr>
<td>10</td>
<td>Project or Paper Contemporary Issues in Personnel Management</td>
<td>-</td>
<td>200</td>
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</tbody>
</table>

**Total Marks** 1100
Project Report

Project work related to Personnel Management. Conditions mentioned in the MBA Programme is also applicable for the PGDPM

6. QUESTION PAPER PATTERN

Time: 3 Hours
Max Marks : 100
Passing Min: 50

PART – A: (5X5=25)
(Answer All Questions)
Two Questions from each unit with Internal Choice

PART – B: (5X15=75)
(Answer All Questions)
Two Questions from each unit with Internal Choice

7. PASSING MINIMUM

The candidate shall be declared to have passed the examinations in a Theory/Practical of study only if he/she secures not less than 50% of the total prescribed marks for the subject in the University Examinations.

8. Classification of Successful Candidates

Candidates who secure not less than 60% of the aggregate marks in the whole examination shall be declared to have passed the examination in First Class. All other successful candidates shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in First Class with Distinction provided they pass all the examinations prescribed the course at the first appearance.
9. COMMENCEMENT OF THIS REGULATION

These regulations shall take effect from the academic year 2014-2015, i.e., for students who are admitted to the first year of the course during the academic year 2014-2015 and thereafter.
**Principles of Management**

**Unit – I:**

**Unit – II:**

**Unit – III:**

**Unit – IV:**

**Unit – V:**

**Reference books:**
EMPLOYMENT AND DEVELOPMENT OF PERSONNEL

UNIT I

Human Resources planning: Definition, purposes, processes and limiting factors; Human Resources Information system (HRIS): HR accounting and audit.

UNIT II

Job Analysis – Job Description, Job Specification - Systematic approaches to recruitment: recruitment policy - recruitment procedures - recruitment methods and evaluation. Selection: selection procedure - the design of application form - selection methods - offer of employment - and evaluation of process.

UNIT III


UNIT IV


UNIT V

Human Resources Development in India: evolution and principles of HRD, HRD Vs Personnel functions, Role of HR managers. Wage Incentive Payments, Prerequisites for an effective incentive system, Types and Scope of incentive scheme, Incentive Schemes in Indian Industries, Fringe Benefits.

Reference books:

3. Decenzo- Human Resource Management (Wiley Dreamtech)
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:

Wages and Salary Administration

Unit – I:

Basic concepts- Objective of Wage and Salary administration – Principles of Wage and Salary administration – Components of Wage and Salary administration – Methods of Wage Payments.

Unit – II:


Unit – III:


Unit – IV:


Unit – V:


Reference books:

CONFLICT MANAGEMENT

UNIT I:


UNIT II:

Role of conflict in organizations - leadership approaches to conflict situation – managerial approaches to conflict – individual differences - power and influence.

UNIT III:


UNIT IV:


UNIT V:

Superior/Subordinate interactions and conflict resolution- ethics in conflict resolution.

REFERENCE BOOKS:

CORPORATE LEGAL FRAMEWORK

UNIT I:
Growth of legislative framework in India - labour administrative framework - implementation of labour policy and laws - government as an employer - new economic policy and labour - social clause and WTO.

UNIT II:

UNIT-III:
Trade Union Act, 1926 – registration - immunities available to registered trade unions – Duties and liabilities of a Registered Trade Union - privileges – cancellation of registration.

UNIT-IV:

UNIT-IV:

References:
HUMAN RELATIONS

UNIT I:
Human relations – meaning – objectives – importance - Need of human relations and human values in the industry - Maslow’s hierarchy, its importance in managing human resources.

UNIT II:
Behavioural Dynamics : Interpersonal Behaviour – Introduction - Need for interpersonal competence - Determinants of interpersonal behavior - Concept of interpersonal orientation and attractions and its importance in human behaviour.

UNIT III:
Attitude: Concept - importance of positive attitude and openness of mind - Do’s and don’ts for developing positive attitude – Role of attitudes in human relations.

UNIT IV:

UNIT V:
Group Dynamics - Concept of group dynamics - Dynamics of group formation - Types of group - Role of groups in organization.

REFERENCE BOOKS:
CORPORATE LEGAL FRAMEWORK

UNIT I:
Growth of legislative framework in India - labour administrative framework - implementation of labour policy and laws - government as an employer - new economic policy and labour - social clause and WTO.

UNIT II:

UNIT-III:
Trade Union Act, 1926 – registration - immunities available to registered trade unions – Duties and liabilities of a Registered Trade Union - privileges – cancellation of registration.

UNIT-IV:

UNIT-IV:

References:
PERSONNEL TRAINING DEVELOPMENT

UNIT I:
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
CONTEMPORARY ISSUES IN PERSONNEL MANAGEMENT

UNIT - I
Personnel Management - meaning, nature, scope and objective-Functions of Personnel Department - The Role of Personnel manager - Organization of personnel department - Personnel Policies and Procedures.

UNIT - II
Manpower planning - Job description - Job analysis - Role analysis - Job specification - Recruitment and Selection -Training and Development.

UNIT - III
Performance appraisal - Job evaluation and merit rating - Promotion - Transfer and demotion - Human relations - approaches to good human relations - Punishment.

UNIT - IV
Wages and Salary administration - Incentive system - Labour welfare and Social Security - Safety, health and Security - retirement benefits to employees.

UNIT - V
Industrial relations - Trade unionism - Grievance handling- collective bargaining and worker's participation in management.

Reference Books:
1. Tripathy - Personnel Management and Industrial Relations
2. Bhagoiwal - Personnel Management and Industrial Relations
3. Memoria - Personnel Management and Industrial Relations