

**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**

| <b>Title of the Paper</b>          | <b>Duration</b> | <b>Marks</b> |
|------------------------------------|-----------------|--------------|
| Principles of Personnel management | 3 hours         | 100          |
| Industrial Relations               | 3 hours         | 100          |
| Labour Welfare                     | 3 hours         | 100          |
| Personal Training and Development  | 3 hours         | 100          |

## **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 = 25marks)**

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**

Performance evaluation and control process: Method of performance evaluation-Feedback-Industry practices.Promotion, demotion,transfer and separation-The control process-Importance-Methods-Requirement of effective control systems.

### **Reference Books:**

1. Decenzo and Robbins,Human Resource Management,Wilsey.
2. Biswajeet Pattanayak,Human Resource Management,Prentice Hall of India
3. Mamoria C.B. and Mamoria S.Personnel Management,Himalaya Publishing company
4. Dessler,Human Resource Management ,Pearson Education Limited

## **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:**

Collective Bargaining Process – Impasses, Mediation and Strikes – The Contract Agreement – The Labour Movement – Union and the Law – Grievances – Sources of Grievances – Grievance Procedure – Guidelines for handling grievances.

### **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:**

1. Personnel Management – C.B. Mamoria, Himalaya Publishing House
2. Human Resource Management – Gary Dessler, Ninth Edition, Pearson Education Pvt. Ltd.
3. International Human Resource Management – Peter. J. Dowling, Nelson Education Ltd.

## **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:**

Labour welfare measures –Statutory employee welfare: health, safety and welfare measures - Non-statutory employee welfare: compulsory welfare measures, voluntary welfare measure mutual welfare measure, family welfare of worker, family welfare centre at work place.

### **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:**

1. S.N. Misra, An Introduction to Labour and Industrial Laws.
2. Balachandani, Labour Welfare.
3. Malik P.L. Industrial Law.
4. Ghosh, P., Personnel Administrations in India.

## **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.

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### **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:**

Training Evaluation and Measurement: Evaluation process - Evaluation Criteria, Evaluation, Experimental Designs - Other methods of evaluation - External Training – Effectiveness of Training.

### **UNIT V:**

Human resource development - concepts - Sub-systems of HRD - role of HRD - career planning and development - steps in career Planning - methods of career planning and development. Concept of management development - need and importance of management development - management development process - Techniques of management development.

### **Reference Books:**

1. Lynton & Parekh, *Training for Development*, Sage Publication
2. Robert L. Craig, *ASTD Training and Development*, McGraw Hill Publication
3. Dugan laird- *Approaches to Training and Development*, Perseus Publishing, 2003
4. Rao TV , *Readings in HRD*, Oxford & IBH