

ORDINANCE AND SYLLABUS

POST GRADUATE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT



**FACULTY OF SOCIAL WORK
MAHATMA GANDHI KASHI VIDYAPITH,
VARANASI-221002**

ORDINANCE AND SYLLABUS

POST GRADUATE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT FACULTY OF SOCIAL WORK

Title	:	The name of the course will be Post Graduate Diploma in Human Resource Development
Duration	:	One Year
No. of seats	:	45
Eligibility for admission	:	Candidate holding bachelors degree in any discipline awarded by any recognized university in India or abroad will be eligible for admission.

Admission Process:

Candidates shall be admitted to this course on the basis of merit to be judged according to the marks obtained by them in bachelor's degree examination (scaling will be administered if required). Reservation for seat will be provided as per rules relating to reservation for different Categories i.e. SCs, STs and O.B.Cs. weight-age for graduate of M.G.Kashi Vidyapith, outstanding Sportsman, NSS and NCC will be added in their merit as per rules and policy of M.G.Kashi Vidyapith, Varanasi.

There will be four papers of 100 marks each. After examination a Viva-Voce of 100 marks will be conducted.

Objective and Relevance: Human Resource is consistently playing vital role in developing economy. An effective and efficient human resource is prerequisite to

achieve optimum economic growth for any nation. Relevance of human resource can be understood through following statements:-

- 1- Human Resource is assets for any nation.
- 2- These assets are being created by extracting and utilizing human resources.
- 3- Human Resource provides an effective, efficient and skilled work force to the nation.
- 4- Human Resource contributes to national security as well.
- 5- Human Resource can be developed by using effective training and technology.

P.G. Diploma in Human Resource Development course has been started by the university for students to create and develop an effective, efficient and skilled work force so that they can survey our nation by enhancing the productivity of individuals. The objective of the course is to provide knowledge and skill for developing a human resource to the students.

Design of the Syllabus:

Paper No.	Title of the Paper	Marks
1-	Human Resource Development and Planning	100
2-	Strategies & Issues in HRD	100
3-	Issues in Employer-Employee Relationship	100
4-	Wages and Salary Administration	100
5-	Viva-Voce	100
	Total	500

Fee:

An amount of Rs.19,000/-00 (Rupees Nineteen Thousands) per annum per student will be charged in addition to this various other types of fees same as prescribed by M.G.Kashi Vidyapith for other students of self financed course shall be realized as per provisions made under the rules in this regard. The entire fee will be realized in the beginning of the session at the time of admission.

Examination:

The examination will be conducted as per scheme centrally prepared by the Controller of Examination, M.G.K.V.P. However, every student admitted to this course will be required to fill up the Examination Form as per rule. Every student must secure at least 40% in aggregate and 33% in each paper to pass this course.

Division:

- (1.) 40-48% III Div.
- (2.) 49-59% II Div.
- (3.) 60% and above I Div.

Director and Course Coordinator:

The head of the department will be the director of the course and he will appoint any teacher of the department as the Course Coordinator.

Post Graduate Diploma in Human Resource Development

Paper-I

Marks: 100

मानव संसाधनों का विकास एवं नियोजन

Human Resource Development and Planning

Unit-I

Basic Concept (Philosophy) of HRD, Process of HRD, HRD Methods, Training and Recruitment.

Unit-II

Job Evaluation, Job Analysis, Job Description, Job Specification

Unit-III

Selection Work design, On Probation, Quality Circle, Performance appraisal, Transfer, Substitution.

Unit-IV

Information system in HR, Testing of HR, Auditing in HR, HR Planning.

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Paper-II

Marks: 100

Strategies & Issues in HRD

मानव संसाधन विकास में मुद्दे एवं रणनीति

Unit-I

Main strategies & issues in HRD, HRD- an overview, Organizational Development in HRD, Strategies & Experience, Guiding Abilities, Role of Managerial Services of HRD.

Unit-II

Planning: Objectives, Meaning, Definition and Needs, Strategies & Issues of priority, Development of Guiding Abilities, Observation & Counselling.

Unit-III

Motivation, Meaning, and Mark Types, Comparative Studies in HRD, Private & Public sectors, (Health, Welfare, Social Security)

Unit-IV

Development of Human Resource In Service Sector and Industries, Prime Issues in HRD- Cultural Diversity and Human Behaviour, Automation in HRD: Need and Impact.

Post Graduate Diploma in Human Resource Development

Paper-III

Marks: 100

नियोक्ता एवं नियोजक के सम्बन्धों से सम्बंधित मुद्दे Issues in Employer-Employee Relationship

Unit-I

Concept of organisation – Nature and Types, Organisational Behaviour: Definition Nature and Significant, Personality-Meaning and Types.

Unit-II

Trade union- Types, Leadership and Participation in Management, Trade Union Act1926. The Employees' Compensation Act 2017 .

Unit-III

Industrial Relation: Nature & Scope, Industrial Unrest (Industrial Dispute Act1947), Industrial Peace and Production/ Productivity

Unit-IV

Grievance Management, Employee Welfare, Methods of Training and Development of Employee, Talent Management,

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Paper-IV

Marks: 100

Wages and Salary Administration

मजदूरी एवं वेतन प्रशासन

UNIT-I

Wages, Salary and Remuneration: Basic Concept, Definition, Types and Characteristics, difference between piece and time rate

UNIT-II

Process of wages Fixation: Wages Fixation through collective bargaining and Government Gazette, Role of Statutory provision in wages fixation, All India Consumer Price Index (AICPI)

UNIT-III

Gender Discrimination in Payment of Wages, Payment of Wages Act, 1936; Minimum Wages Act 1948, Equal Remuneration Act 1976.

UNIT-IV

Rewards & Incentives- Meaning, Features and Types. Financial Incentive: Meaning, Types and Factors Affecting Incentives.

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Paper-V

Marks: 100

Viva-Voce (Based on Syllabus)