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: Carrier 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

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<thead>
<tr>
<th>Paper</th>
<th>Max.</th>
<th>Min.</th>
<th>Total Min. in Theo. &amp; Assignment</th>
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<td>Theory</td>
<td>Assig.</td>
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<td>Project 104</td>
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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 is 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 disruption and job specification.

Unit – 3  
Recruitment, selection, placement and merit rating.

Unit – 4  
Collecting Bargaining : Concept & Meaning Characteristics, objectives, Types collective Bargaining in India.

Unit – 5  
Employee Problems : Labour & Turnover & absenteeism.

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

Unit – 1  
Carrier Planning : Meaning, definitions carrier anchors. Stages of Carrier Development.

Unit – 2  

Unit – 3  
Steps making carrier Planning.  
Effective carrier 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
Human Resource Management & Development : H.C. Sainy