



St Aloysius College (Autonomous) Mangaluru

PG Department of Social Work

OFFERS

Post Graduate Diploma in
Human Resource Management (PGDHRM) &
Diploma in Human Resource Management (DHRM)

Starting from 2nd November 2023 to May 2024

On Hybrid
mode

Eligibility

PGDHRM : Graduation in any discipline

DHRM : 10 + 2 in any specialization

Course Fee
Rs. 15,000/-

Classes on Wednesday, Thursday, Friday
and Saturday from 4pm-5pm in
1st Floor, Maffei Block, SAC Main Campus
(Both Offline and Online on G Meet)

Duration 60 Hours

KEY HIGHLIGHTS

- Classes conducted by industry professionals
- Evening sessions from 4PM to 5PM, tailored for working professionals as well as students
- Industry visits for real-world insights and hands-on experience
- Dynamic case study discussions for in-depth analysis
- Well-equipped library for extensive research and reference materials
- End term exam consisting of Micro Project/Viva Voce and Written Examination
- Free Student Membership to NIPM
- Flexible timings based on student convenience upon registration

for registration & enquiry

Contact : **Dr Vidya Vinutha DSouza**, Ph.D. MSW, NET
Course Co-ordinator

9591346471

RESOURCE PERSONS



DHEERAJ SHETTY

Asst. Vice President - HR
Uthmaniyah Automobiles Pvt. Ltd., Bengaluru



PRIABHODA K.S.

Manager (HR & Admin)
Cardette Specialty Chemicals, India LLP



STEEVAN PINTO

Chemist, IPRM



DR. VIDYA VINUTHA

Asst. Professor, MSW Department
St. Aloysius College (Autonomous) Mangaluru



RAYAN D'SOUZA

Manager
Market & Data Analytics
Paris, France



DR. ROHAN S. MONIS

Chief Administrative Officer
Kannur Hospital and
Research Centre, Mangaluru



SANTHOSH K.

Asst. Manager HR and Admin
Rishika Specialty Polymers
Private Limited, Sakinaka, Mangaluru



ENZO D'SILVA

HR and Admin Manager
Tham Muralidhar Holdings
(Ava Dhabi)



NISHA KALAMANE

Asst. Manager HR and Admin
Head HR and Corporate Relations, Chennai



RENU P. MATHEW

Senior Manager
Wayss, Bengaluru



SHIKUL

HR Officer, ITC Grand Chola, Chennai



DIVYA ANCHAN

Consultant - HR, Mangaluru

Programme	: Post Graduate Diploma in Human Resource Management (PGDHRM)
	Diploma in Human Resource Management (DHRM)
Programme Coordinator	: Dr Vidya Vinutha Dsouza
Department	: MSW
Programme Type	: PG Diploma/ Diploma
Mode	: Blended
Duration	: 60 Hours
Theory/Practicals	: Theory
Eligibility for PGDHRM	: Any Graduate can apply
Eligibility for DHRM	: Any candidate with min qualification of 10+2
Fee structure	: Rs 15,000 per year (including both the semesters)
Target Group	: Final year Degree students, PG Students with non-HR background, Corporate Sector employees, Engineering students etc.

Assessment Criteria:

The assessment for the course will be based on the following criteria:

Internal Exam (30 Marks):

- An internal examination will be conducted, contributing 30 marks to the overall assessment.
- This exam will assess the understanding of the course material and concepts covered
- The internal exam will be held using both online and offline methods to provide flexibility to the participants.

Semester Exam (70 Marks):

- The semester examination will contribute 70 marks to the final assessment.
- This comprehensive exam will cover the entire course content and evaluate the participants' grasp of the subject matter.
- The semester exam will be exclusively conducted offline to ensure a controlled and standardized assessment environment.

Curriculum

Human Resource Management

This course provides an overview of key concepts and practices in Human Resource Management (HRM) and Human Resource Development (HRD). Students will explore various aspects including HR planning, recruitment, selection, training, performance appraisal, compensation, and employee mobility.

Module 1: Introduction to HRM and HRD

Concepts and objectives of Human Resource Management and Human Resource Development

Roles and significance of HRD in organizational success

Differentiating HRM and HRD in the workplace

Module 2: Human Resource Planning

Importance and objectives of Human Resource Planning (HRP)

Steps involved in the Human Resource Planning process

Module 3: Recruitment, Selection, and Induction

Meaning and significance of recruitment, selection, and induction

Objectives and steps in the recruitment process

Techniques for effective candidate selection

The role of induction in integrating new employees into the organization

Module 4: Training and Development

Introduction to training and development

Objectives of employee training and development

Types of training methods and programs

Module 5: Performance Appraisal

Introduction to performance appraisal

Objectives and benefits of performance appraisal

Different types of performance appraisal methods

Module 6: Wage and Salary Administration

Introduction to wage and salary administration

Factors influencing wage determination

Understanding fringe benefits

Module 7: Promotion and Transfer

Introduction to promotion and transfer processes

Different forms and types of promotions

Significance of employee transfers and their impact on organizational dynamics

Labour Legislations in India

This course provides a comprehensive understanding of key labor laws and regulations in India that govern working conditions, benefits, and employee rights. Students will delve into Acts such as the Factories Act, Karnataka Shops & Commercial Establishment Act, Employee's Compensation Act, Employee's State Insurance Act, Employee's Provident Fund & Miscellaneous Provisions Act, and Payment of Gratuity Act.

Module 1: Factories Act, 1948

Introduction to the Factories Act, 1948

Ensuring health, safety, and welfare of factory workers

Legal requirements for working hours, leave, and overtime

Module 2: Karnataka Shops & Commercial Establishment Act, 1961

Overview of the Karnataka Shops & Commercial Establishment Act

Working conditions, leave entitlements, and wage regulations

Enforcement mechanisms, penalties, and procedures for violations

Module 3: Employee's Compensation Act, 1923

Introduction to the Employee's Compensation Act

Coverage and scope of the Act

Rules and procedures for claiming compensation

Enforcement and the role of authorities in case of disputes

Module 4: Employee's State Insurance Act, 1948

Overview of the Employee's State Insurance Act

Administration, contributions, and benefits under the scheme

Module 5: Employee's Provident Fund & Miscellaneous Provisions Act, 1952

Administration and structure of the EPF, EPS, and EDLI schemes

Provisions related to employee contributions, employer contributions, and withdrawals

Module 6: Payment of Gratuity Act, 1972

Introduction and scope of the Payment of Gratuity Act
Calculation and payment of gratuity to employees
Conditions for forfeiture, exemption, and recovery of gratuity

Organisational Behaviour

This course provides an in-depth exploration of Organizational Behavior (OB), focusing on understanding human behavior within organizational contexts. Students will analyze key forces influencing OB, diversity in organizations, individual behavior, attitudes, personality traits, perception, and motivation theories.

Module 1: Introduction to Organizational Behavior

Understanding the field of Organizational Behavior
Recognizing the significance of OB in enhancing organizational effectiveness

Module 2: Diversity in Organizations

Demographic characteristics of the workforce
Assessing abilities: intellectual and physical
Strategies for implementing diversity management

Module 3: Individual Behavior and Attitudes

Defining individual behavior and attitudes
Components and formation of attitudes
Strategies for attitude change
Exploring job satisfaction and its underlying reasons

Module 4: Emotion, Moods, and Personality

Understanding emotions and moods in the workplace
Determinants of personality and its impact on behavior
Analyzing personality profiles using tools like MBTI and Big Five traits
Exploring concepts like locus of control, Type A and Type B personalities

Module 5: Perception and Perceptual Errors

Factors influencing perception in organizational settings
The perceptual process and its stages
Common perceptual errors and their implications

Module 6: Motivation Theories

Defining motivation and its importance
Early motivation theories: Maslow's hierarchy of needs, Herzberg's two-factor theory, McClelland's need theory

- Dipak Kumar - Human Resource Management
Bhattacharya
- C.B Mamoria & S.V - Personnel Management, Himalaya Publishing House
Gankar
- Edwin B Flippo - Personnel Management, Mcgrew Hill Book Company
- R S Davar - Personnel Management and Industrial Relations, Vikas
Publishing House
- Saraswathi Sankaran
- V P Michael - Human Resource Management and Human Relations,
Himalaya Publishing House
- T.V Rao - Designing and Managing Human Resource System,
New Delhi, Oxford and IBH Publishing Company
- Stephen Robbins - Organizational Behavior 14th edition, Prentice-Hall
India, New Delhi, 2012
- John W. New storm, - Organizational Behavior: Human behavior at work.7th
Keith Davis edn. Tata McGraw Hill
- N. D. Kapoor - Elements of Industrial Law, Sultan Chand & Sons
Educational Publishers- New Delhi, 2006.
- R.Jayaprakash Reddy - Labour Welfare and Personnel Service, APH Publishing
Corporation, New Delhi, 2004.
- A.M. Sarma - Aspects of Labour Welfare and Social Security,
Himalaya Publishing House, Mumbai, 2003.

Human Resource Management

This course delves into advanced topics within Human Resource Management (HRM), focusing on specialized areas and emerging trends. Students will explore disciplines and grievance handling, work environment management, current trends in HRM, and engage in case studies to apply their knowledge to real-world scenarios.

Module 1: Discipline and Grievance Handling

Understanding the importance of discipline in organizations

Identifying common disciplinary problems and challenges

Steps to establish and maintain discipline in the workplace

Grievance handling techniques and principles of natural justice

Module 2: Work Environment and Management

Analyzing factors contributing to workplace fatigue

Identifying hazards and ensuring safety at the workplace

Enhancing employee morale and addressing whistle-blowing issues

Promoting ethics and values for HR professionals

Module 3: Current Trends in HRM

Exploring contemporary challenges in HRM

Addressing skill shortages and competency mapping

Embracing innovation, creativity, and their impact on HRM

Understanding the role of Corporate Social Responsibility in HR practices

Module 4: Case Studies in HRM

Applying HR strategies in real-world scenarios

Role of HR in various contexts: recruitment, training, performance appraisal, compensation management, employee motivation, and welfare

Analyzing case studies to develop critical thinking and problem-solving skills

Labour Legislations

This course provides an extensive examination of crucial labor laws and regulations in India. Students will gain an in-depth understanding of Acts such as Payment of Wages Act, Minimum Wages Act, Payment of Bonus Act, Trade Union Act, Industrial Disputes Act, and Maternity Benefit Act.

Module 1: Payment of Wages Act, 1936

Extent, application, and key provisions of the Act

Rules governing payment of wages

Deductions from wages and permissible deductions

Enforcement mechanisms, offences, and penalties under the Act

Module 2: Minimum Wages Act, 1948

Objectives and definitions of the Minimum Wages Act

Process of fixing and revising minimum wages

Safeguards for ensuring fair payment of minimum wages

Enforcement procedures, offences, and penalties

Module 3: Payment of Bonus Act, 1965

Understanding the meaning and objectives of the Act

Eligibility criteria for receiving bonus

Determination of bonus and calculations

Module 4: Trade Union Act, 1926

Registration, cancellation, and appeal processes for trade unions

Rights, duties, and privileges of trade unions

Provisions for amalgamation and dissolution of trade unions

Regulations and penalties for non-compliance

Module 5: Industrial Disputes Act, 1947

Objectives, scope, and definitions within the Act

Procedures for reference and resolution of disputes

Authorities responsible for implementing the Act

Identifying and addressing unfair labour practices

Offences and penalties related to industrial disputes

Module 6: Maternity Benefit Act, 1961

Scope, coverage, and applicability of the Maternity Benefit Act

Eligibility criteria and entitlements for maternity benefits

Legal obligations of employers under the Act

Employee Counselling

This course offers a concise overview of employee counselling techniques, focusing on practical skills for conducting effective counseling sessions and understanding the role of counseling in promoting employee well-being and organizational success.

Module 1: Introduction to Employee Counselling

Definition and significance of employee counselling

Benefits of employee counseling for individuals and organizations

Module 2: Types of Employee Counseling

Personal counseling: addressing personal issues at work

Performance counseling: enhancing job-related skills

Career counseling: facilitating career development conversations

Module 3: Essential Counseling Techniques

Active listening and its importance in counseling

Open-ended questioning to foster self-expression

Building rapport and trust with employees

Module 4: Handling Counseling Scenarios

Addressing performance-related concerns

Dealing with personal issues impacting work

Navigating conflicts and improving workplace relationships

Module 5: Ethical Considerations and Future Trends

Confidentiality and privacy in employee counseling

Emerging trends in workplace counseling

Integrating technology and mental health support in counseling

References:

- | | |
|--|---|
| N. D. Kapoor | - Elements of Industrial Law, Sultan Chand & Sons Educational Publishers- New Delhi, 2006. |
| R.Jayaprakash Reddy | - Labour Welfare and Personnel Service, APH Publishing Corporation, New Delhi, 2004. |
| A.M. Sarma | - Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Mumbai, 2003. |
| Punekar, Deodhar,
Saraswathi Sankaran | - Labour Welfare, Trade Unionism and Industrial Relations, Himalaya Publishing House, Mumbai, 2003. |
| Dipak Kumar
Bhattacharya | - Human Resource Management |
| C.B Mamoria & S.V
Gankar | - Personnel Management, Himalaya Publishing House |
| Edwin B Flippo | - Personnel Management, Mcgrew Hill Book Company |
| R S Davar | - Personnel Management and Industrial Relations, Vikas Publishing House |
| Saraswathi Sankaran | Relations, Himalaya Publishing House, Mumbai, 2003. |

- | | |
|--|--|
| V P Michael | - Human Resource Management and Human Relations, Himalaya Publishing House |
| T.V Rao | - Designing and Managing Human Resource System, New Delhi, Oxford and IBH Publishing Company |
| Arnol J., & Robertson, I .T.,& Coopen, C. L. | - Work Psychology- Understanding human behaviour in workplace. London: Mcmillan |
| Cartwright,S & Cooper,C.L | - Managing Workplace Stress. New Delhi: Sage Publications |