

# HUMAN RESOURCES DEVELOPMENT STUDIES

[Compulsory Paper For IV Sem]

[Syllabus prescribed by the Mangalore University]

## OBJECTIVES

1. To understand and analyse different concepts in Human Resource that have influenced human resource development.
2. To help students to identify latest developments in HRD.

## UNIT - I BASIC ELEMENTS OF HUMAN RESOURCE DEVELOPMENT

Human Resource- Meaning and importance, Human resource Management, Historical development of HRD – Hawthorne Studies, Development of HRM in India, Challenges of HRM, Functions of HRM, Human Resource Development – Meaning, definition, Objectives, Role and Significance of HRD, Focus of the HRD system, Structure of HRD system, Role of HRD Managers, Functions of HRD Department, Human Resources Management V/s Human Resources Development, Need for HRD – Need for HRD in India, Problems of HRD in India, Global HRD policies and practices.

## UNIT - II COMPONENTS AND PROCESS OF HRD

Human Resources Planning- Meaning, objectives and process, Job Design - Job Analysis, Job description, Job specification, Job evaluation (Only meaning), Recruitment and Selection – Meaning, Sources of recruitment, Meaning, Importance of Selection, Steps in Selection process, Tests meaning and types, Interview- meaning and types, Induction and placement, Employee compensation, Meaning of wage and salary, objectives, factors affecting the level of wage / salary, Fringe benefits.

## UNIT - III FUNCTIONS OF HRD

Performance Appraisal – meaning, definition, needs, methods, Training and development, meaning, definition, analysis of training needs,

principles of training, methods of training, Training V/s Learning. Career planning and development – meaning, process, Promotion – meaning, the basis. Transfer – meaning, purpose and types. Demotion, Motivation – meaning, financial and non – financial motivators. Theories of motivation, Mc Gregor's X and Y, Maslow's Need hierarchy. Herzberg's two factor and ERG theories. Leadership – meaning and definition styles of leadership. Leader V/s manager, qualities of good leader. Communication- meaning definition, importance, process and types, barriers of communication, measures to overcome from barriers. Discipline, employee grievance employee morale, job satisfaction and Attitude (only meaning).

## UNIT - IV RECENT TRENDS IN HRD

Organizational Change and Development – Reasons for change, resistance to change, steps to overcome resistance to change. Organizational Development – meaning characteristics. O.D. process, O.D Interventions - Managerial Grid. Goal setting, Management by objectives, Sensitivity training, team Building, Job enrichment, changes in Organizational structure, Participative Management, Quality Circle – Meaning and benefits, Organizational Climate, Total Quality Management, Quality of work life, Skill development, Understanding and maintaining human relations, Flexi Time, Moon lighting consultancy, Employee counseling (Only meaning) Research in HRD.

## REFERENCE BOOKS

1. Human Resources Management - P.Subba Rao
2. Human Resources Management - P.Subba Rao and V.S.P.Rao
3. Human Resources Management - Dipak Kumar Bhattacharya
4. Human Resources Management - Tripathi
5. Personnel Management - Srun Monappa and Saidlin
6. Personnel Management - C.B.Mamoria

