



ANDHRA UNIVERSITY

ఆంధ్ర విశ్వకళా పరిషత్

Accredited by NAAC with 'A' Grade ISO 9001: 2015 Certified

Course: Human Resource Development & Industrial Relations

Summary

Course Status:	Upcoming
Course Type:	Elective
Duration:	8 weeks
Last Date for Enrollment:	28th Feb 2023
Start Date:	1 st March 2023
End Date:	30 th May 2023
Exam Date:	15th June 2023
Category:	Management
Credit Points:	2
Level:	Undergraduate/Postgraduate

Course Layout

Week 1: Management Development Overview & Career Planning and Development

Introduction – Essential ingredients of the management development programmer – Needs of Manager and techniques of management development – Selection of techniques – Training and development for international assignments – Electronic MDP – Evaluation of management development programmers

Introduction – Career Planning – Development and Management – Succession Planning – Career Choices – Traits – Career Management Model and Career Anchor – Elements of Career Development Programme – Steps in Career Development System – Career development and diversity management – Advantages – Limitations and Suggestions – Counselling – Summary – Self-Assessment Questions

Week 2: Internal Mobility and Absenteeism & Organization Development and Change Management

Introduction – Internal Mobility – Promotions – Transfer – Demotions – Absenteeism – Employee Separations Introduction – Organizational Change – Technology and change – Resistance to change vs. Inviting change – Approaches to organizational change – Organizational Development – The OD processes – OD Interventions/Techniques – Summary – Self-Assessment Questions

Week 3: Job Evaluation & Employee Remuneration

Introduction – Job Evaluation Methods/Techniques – Advantages of job evaluation – Problems of job evaluation

Introduction – Functions of remuneration – Role of Reward System – Allowances – Incentive Payments – Fringe Benefits – Social Security – Summary – Self-Assessment Questions

Week 4: Grievance & Discipline

Introduction – Grievance Procedure – Disciplinary Procedure – Summary – Self-Assessment Questions

Week 5: Industrial Relations: Conceptual Analysis

Introduction – Meaning of Industrial Relations – Dunlop model of industrial relations – Importance of harmonious industrial relation – Objectives of industrial relations – Conditions for congenial industrial relations – Approaches to industrial relations – Indian industrial workers – Impact of globalization on industrial relations – Summary – Self-Assessment Questions

Week 6: Trade Unions and Employers' Association

Introduction – Meaning of Trade Unions – Functions of Trade Unions – Objectives of important Indian Trade Unions – Union Structure – Trade Union Formation – Trade Union as an Organization – The Trade Union Act, 1926 – The Trade Union (Amendments) Act, 2001 – Problems of Trade Unions – Why decline in trade unions after globalization? – Measures to strengthen trade union movement in India – Employers' Organizations – Summary – Self-Assessment Questions

Week 7: Industrial Conflicts

Introduction – Causes of industrial conflicts – Types of industrial conflicts – Prevention of industrial conflicts – Settlement of Conflicts – Summary – Self-Assessment Questions

Week 8: Essentials of Human Resource Management and Industrial Relations

Introduction – Human Resource Accounting – Human Resource Records – Human Resource Audit – Human Resource Research – Human Resource Information System – Summary – Self-Assessment Questions

Certificate Course

The course is free to enroll and learn from.

Date of Online Exams: **15th June 2023**, Time: 3 pm to 6pm.

More details will be made available when the exam registration form is published. If there are any changes, it will be mentioned then.

CRITERIA TO GET A CERTIFICATE

- Continuous Evaluation – 25% weightage, Students need to complete 2 Assignments per Course through LMS
- Exam Score = 75% Weightage, Students to Attempt the Examinations for 75 Marks through LMS
- Passing Criteria – 40%

Only the e-certificate will be made available. Hard copies will not be dispatched.

Once again, thanks for your interest in our online courses and certification. Happy learning.