



ANDHRA UNIVERSITY

ఆంధ్ర విశ్వకళా పరిషత్

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

Course: Human Resource and Organizational Behavior

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: Human Resource Management: Functions & Role

Introduction –Meaning of Human Resources –Meaning & Definition of Human Resource Management –Importance of Human Resource Management –Objectives of Human Resource Management –Functions of Human Resource Management –Role of a Human Resource Manager –Qualifications and qualities of Human Resource Manager –Duties and Responsibilities of Human Resource Manager –Evolution & Development of Human Resource Management –Recent Developments in Human Resource Management –Summary –Questions for Self-Assessment

Week 2: Human Resource Planning, Recruitment, Selection And Placement

Meaning and Objectives of Human Resources Planning – Importance of Human Resource Planning – Benefits of Human Resource Planning – Process of Human Resource Planning – Problems in Human Resources Planning – Recruitment – Selection – Selection Methods – Job Description – Job Specification – Tests used for selection of candidates – Placement – Summary – Questions for Self-Assessment

Week 3: Training and Induction

Introduction –Induction Program –Objectives of Induction –Training –Importance and benefits of Training –Training Need Identification –Methods of Training –Advantages of Training – Training Evaluation –Recent Trends in Training –Summary –Questions for Self-Assessment

Week 4: Performance Management And Compensation Management

Introduction –Meaning, Need and Objectives –Performance Appraisal –Methods of Performance Appraisal –Uses of Performance Appraisal –Limitations and Challenges of Performance Management –Summary –Questions for Self-Assessment – Compensation – Definitions and Concepts –Objectives of Compensation Management –Principles and Techniques of Wage Fixation –Meaning/Definitions of Job Evaluation –Job Evaluation Methods/ Techniques –Problems of Job Evaluation –Merit Rating –Wage Incentives –Bonus –Summary – Questions for Self-Assessment

Week 5: Fundamentals Of Organizational Behavior

Introduction –Definitions of Organizational Behavior –Significance of Organizational Behavior – Evolution of OB –Summary –Questions for Self-Assessment

Week 6: Individual Process, Behavior, Fundamentals of Interpersonal Behavior And Groups

Attitudes –Personality and Values –Perception –Motivation –Summary –Questions for Self-Assessment –Foundation of Group Behavior –Summary –Self-Assessment Questions

Week 7: Team Building and Leadership

Group vs. Teams –Team Building –Managing Teams –Summary –Questions for Self-Assessment –Introduction –Leader VS Manager –Leadership styles –Leadership skills – Summary –Questions for Self-Assessment

Week 8: Organization System and Managing Change

Definitions –Approaches to Organizational Culture –How to get employees to follow the culture
–Summary –Questions for Self–Assessment –Organizational Change –Implementing
Organizational Change –Summary –Self–Assessment Questions Books and References

Books and References

- Handbook of Organizational Behavior and Human Resources by Swati Sharma
- Organizational Behavior and Human Resource Management: A Guide to a Specialized MBA Course (Management and Industrial Engineering) by Carolina Machado and J. Paulo Davim

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.