**Course Structure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No | Paper | Subject | PPW | Scheme of Exam |
| IA | Final | Total |
| 1 | HR101 | Principles of Management and Organization Behaviour | 5 | 20 | 80 | 100 |
| 2 | HR102 | Human Resource Management | 5 | 20 | 80 | 100 |
| 3 | HR103 | Performance Management | 5 | 20 | 80 | 100 |
| 4 | HR104 | Leadership and Change Management | 5 | 20 | 80 | 100 |
| 5 | HR105 | Talent and Knowledge Management | 5 | 20 | 80 | 100 |
| 6 | HR106 | Global HR practices and Information system | 5 | 20 | 80 | 100 |
|  |  | Business communication |  | 50 |
|  |  | Project report |  | 100 |
|  |  | Presentation/Project Viva |  | 50 |
|  |  | **Grand Total** |  | **800** |

# Eligibility: Final year students or students pursuing any PG course or Graduate students or Sponsored candidates from any Industry.

**Duration: One year** **Course**

# Fees: Rs 8000/-

**Intake – 30 students**

Selection of the students will be done on the basis of an entrance examination and an interview. Entrance is waived for Sponsored candidates. Qualifying Marks at the entrance will be 50 per cent. The Entrance Test (objective type) will be held for 50 marks with one-hour duration.

**SUBJECT –I**

**Paper No : HR101 Max Marks: 80**

**PPW-5**

**Principles of Management & Organization Behaviour**

**Objective:** The objective of the paper is to introduce the basics of Principles of Management, the Theories, Models and Practices along with the basics in the Organization Behaviour.

**Unit I:** Introduction: Nature of Management –Importance and Definition- Management Process- Levels - Systems Approach to Management – Manager and Environment- Role and Functions of a Manager – Traditional/Contemporary.

**Unit II:** Planning & Decision Making: Definition - Steps in Planning Process-Scope and Limitations-Short Term and Long Term Planning –Flexibility in planning-Characteristics of a Sound Plan-Management by objectives (MBO)- Decision Making Process - Techniques of Decision Making.

**Unit III:** Organising – Definition-Process – Nature of Organization Structure and Design-Authority Relationships-Delegation of Authority - Span of control-Pros and Cons of Narrow and Wide Spans of Control – Optimum Span - Centralization Vs Decentralization –Interdepartmental Coordination-Emerging Trends in Corporate Structure, Strategy and Culture –Impact of Technology on Organizational design –Mechanistic vs. Adaptive Structures-Formal and Informal Organization.

**Unit IV:** Organization Behavior –Nature and Levels of Organization Behavior- Importance & Scope Personality-Introduction, Factors influencing Personality, Big 5 Personality model, Locus of Control.

Perception –Definition, Nature of Perception, Process of Perception, Features, Factors influencing Peception.

**Unit V:** Organization communication-Process, Barriers, Transactional Analysis. Organization climate –Power-Definition, Types and Sources of Power – Conflict - Meaning, Types of conflict, Competition Vs Conflict, Functional Vs Dysfunctional Conflict, Steps in Conflict Episode.

**References:**

1. VSP Rao, “Organizational Behavior”, 2009, Excel, New Delhi.
2. Richard Pettinger, “Organizational Behaviour”, 2010 Routledge.
3. Ashwathappa, Karminder Singh “Management-Concept, Practice and Cases”, 2010,Tata Mc. Graw Hill.

**SUBJECT –II**

**Paper No : HR102 Max Marks: 80**

**PPW-5**

**Human Resource Management**

**Objective:** The paper provides knowledge of the basic HR functions that form the core operational functions of any Human Resource Management activity.

**Unit I**: Meaning- Nature- Scope of HRM- Importance- Managerial and Operative functions- Traditional & Strategic HRM.

**Unit II**: Job Analysis –Job Description- Job Specification- Man power planning- Job Characteristic Model, Job Rotation- Job Enrichment- Job Enlargement- Transfers- Promotions- Job Evaluation.

**Unit III:** Recruitment & Selection- Sources of Recruitment- Internal & External Recruitment- Selection- Process of selection- Placement- Induction and Orientation.

**Unit IV**: Training & Development –Need & Importance of Training- Methods of Training- Assessment & Evaluation of Training- Kirk Patrick Model of Training, ASTD model of Training.

**Unit V:** Managing Careers – Career & Career Management, Career Planning- Stages of Career- Organization Centered Career Management- Career Self Management- Psychological Contract.

**References:**

 1. Wayne & Caseia, Ranjeet Nambudri, “Managing Human Resource”, 2010, TMH.

2. Decenzo, “Human Resource Management”, 2008, Wiley.

3. V.K. Sharma, “Human Resource Management”, 2010, Viva Books.

4. Michael Armstrong, “Human Resource Management”, 2010, Kogan Page.

5. VSP Rao, “Human Resource Management”, 2009, Excel, New Delhi.

**SUBJECT –III**

**Paper No : HR103 Max Marks: 80**

**PPW-5**

**Performance Management**

**Objective:** The objective of the paper is to give an understanding about the practices and techniques of performance Management that links individual performance to organizations’ performance. The paper also highlights the use of information systems and international considerations in Performance Management.

**Unit I:** Definition- Performance and Performance Management- Determinants of Job Performance –KPA, Performance Planning and Cycle of Performance management.

**Unit II:** Performance Appraisal – Methods of Performance Appraisal- Performance Review - Performance Analysis.

**Unit III:** Competency Mapping-Competencies, KSA’s Inventories, Competency Mapping, Competency Gap, Assessment of Managerial Competency- Balance Score Card Framework.

**Unit IV:** Man Power Inventory –Quantitative, Qualitative aspects- Methodology using Computerized Manpower Planning Information systems-Tools, Methods and Techniques using Job Analysis, Job Description, Job Specification-Skills Analysis, Skill inventory.

**Unit V:** International Employee Performance Management –International Performance Management System- Characters of a successful Performance Management System- Role of cultural value dimensions- Evaluation Criteria – Practices.

**References:**

1. B.D. Singh, “Performance Management systems”, 2010, Excel books.

2. S. N. Bagchi, “Performance Management”, 2010, Cengage.

3. M Armstrong, “Performance Management & Development”, 2010, Jaico.

4. H. Aguinis, “Performance Management”, 2009, Pearson.

**SUBJECT- IV**

**Paper No : HR104 Max Marks: 80**

**PPW-5**

**Leadership & Change Management**

**Objective:** The paper introduces the importance of a leader and Leadership in steering the organization through the dynamic business environment. It also describes the process of Change and Change Management in the organization.

**Unit I:** Leadership – Concept, Characteristics of Leadership, Interactional Framework of Leadership, Personality - Types of leadership - Five factor model of Personality.

**Unit II:**  Theories of Leadership – Situational, Integrative approaches to Leadership, Leader-Member Exchange theory, Least Preferred Co-worker Model, Transactional Vs Transformational leadership.

**Unit III:** Understanding change –Organizational Growth as a kind of Change- Forces of Change – External and Internal forces- Force Field Analysis of change- Levels of change.

**Unit IV:** Steps in Managing Change- Change Agents, Resistance to Change- Managing Resistance to Change- Organization Development- Concept, Features of Organization Development, Objectives of OD, Growth & Relevance of OD, Characteristics of OD, Planned Change.

**Unit V:** Types of Individual, Group & Organization Change, Organization change matrix, Edward De Bono’s Six Thinking Hats, Self Designing Organization & Organization Learning.

**References:**

1. Cameron & Green, “Making sense of change mgt”, 2009, Kogan page.

2. Gary Yukl, “Leadership in organizations”, 2006, Pearson.

3. Mark Hughes, “Change management in organizations”, 2008, Jaico.

4. Kavitha Singh, “Organization Change & Development”, 2005, Excel Books.

**SUBJECT –V**

**Paper No : HR105 Max Marks: 80**

**PPW-5**

**Talent & Knowledge Management**

**Objective:** To introduce the basics of Talent and Knowledge management and impact of knowledge management on people in the organization.

**Unit I:** Meaning & Importance of Talent Management-Scope of Talent Management-Talent Management System-Institutional strategies for Talent Management- Understanding Strategy, People and Information Technology for a successful Knowledge Management System.

**Unit II:** Competency: Meaning, Characteristics, Types, Steps in developing a Competency Model.

**Unit III:** Nature of Knowledge Management- Types of Knowledge- Location of knowledge- Key Processes in Knowledge Intensive Firms.

**Unit IV:** Knowledge Management Infrastructure- Mechanism and system- Knowledge Management Framework and Approaches.

**Unit V:** Knowledge Management Assessment of Organization-Importance- Types of Timing- Organization Impacts of Knowledge Management on People, Processes, Products & Organization performance.

 **References:**

1. Stuart Barnes, “Knowledge Management Systems”, Ed, Cengage Learning.

2. Irma Becerra-Fernandez, Avelino Gonzalez and Rajiv Sabherwal “Knowledge Management”, 2009, Pearson Education Inc.

3. Donald Hislop, “Knowledge management in Organizations”, 2009, Oxford University Press, Second edition.

4. Sudhir Warier, “Knowledge Management”, Vikas Publishing House Pvt. Ltd.

**SUBJECT –VI**

**Paper No : HR106 Max Marks: 80**

**PPW-5**

**Global HR Practices & Information Systems**

**Objective:** To introduce the concepts of International HRM, the requirement of global practices and functions. The paper also introduces the information system concepts and its importance in the global practices.

**Unit I:** Introduction to IHRM, Global perspectives - Sustaining International Business Operations- Cultural & Political Importance.

**Unit II:** Recruitment & Selection of International staff- Development of International staff- Developing Multinational teams- Training and Development Programs for MNE’s - Identifying the challenges in Training the International work force- Developing the Global Mindset- Global Competencies and Global Leadership.

**Unit III:** Approaches to International compensation- Importance, Global Remunerations Vs International Assignment – Types of Compensation Systems available for International Assignments- Challenges dealing with various Tax structures and Methods affecting International Assignment- Repatriation.

**Unit IV:** Systems Concept- Introduction- Elements of a System- Characteristics of a System- Types of System- Information Systems- Data Vs Information- Classification of Information- Importance – Characteristics – Types of Information system

**Unit V:** Management Information System- Definition- Components- Characteristics- Structure of MIS- MIS and HRM, Network – Types- Topologies of Network- Concept of IT Enabled Services.

**References:**

1. Dennis Briscoe, Randall Schuler, Ibriaz Tariq “ International Human Resource Management”, IV edition, 2012, Edwards Brothers Inc.

2. Guptha “Textbook of International HRM”, Macmillan Publishers India (2006).

3. Neeshu Sharma, Atul Sharma “ International Human Resource Management”, Vayu Education of India; First edition (2014).

4. Ken Laudon, Jane Laudon & Rajnish Dass, “Management Information System”, 11nd Ed.

Pearson.

5. S. Sudalaimuthu & S. Anthony Raj, “Computer Applications of Business”, 2010, HPH.

**Date: 23rd September 2015**

**Board of Studies Meeting**

**Diploma in HRM- Principles and Practices**

**Agenda :**

1. Approval of the syllabi
2. Teaching Arrangements
3. Arrangements of the Classrooms
4. Timings of the Classes
5. Remuneration of the Teaching and Support Staff
6. Preparation of the Course Material and Purchase of the Text books
7. Panel of Examiners
8. Almanac
9. Any other matter with the permission of the chair

**Chair Person:** Principal, Nizam College

**Members Present:**

1. Prof. Usha – Coordinator, MBA, Nizam College
2. Prof. V. Sita – Dean, SMS, UOH, Hyderabad
3. Prof T. Krishna Kumar – Dept. of Commerce, Nizam College
4. Prof J. L. N. Rao – Head, Dept. of Political Science, Nizam College
5. Mrs. Madhavi- Assistant Professor(C), MBA, Nizam College

 **MINUTES**

* Prof. Usha - Coordinator MBA and BBA welcomed the members.
* Informed that 20 students took Admission into the Diploma course. Five students from BA, MBA and M.sc IS Nizam College and 15 students from other colleges were given admission(the list is enclosed herewith).
* It was resolved that the Diploma course is offered by the Dept. of Business Management headed by Prof. Usha. Mrs Madhavi Assistant Professor(C), MBA will be the Course Coordinator for the Academic year 2015-2016.
* It was resolved that Part Time faculty may be appointed as visiting faculty from GE Power, IIIT Gachibowli, JNTU and Osmania University.

 Contd….

* Resolved to have classes, 4 days in a week from 3.00pm to 5.00pm in the ICICI/M.Com (Previous) room depending on the availability.
* Resolved to start the course on September 25th 2015.
* Resolved to give short breaks to the teaching whenever students have their degree exams.
* Resolved to assign the coordinator work to Mrs. Madhavi and Mr. Venkataramana Reddy, Programmer to help in conducting the course.
* Resolved to charge Rs. 8,000/-, in two part payments if requested by students as the course fee. The Fee is payable by DD in the name of the “Principal Nizam College”.
* Resolved to prepare reading material apart from buying text books for all the subjects.
* The meeting concluded with vote of thanks by Prof.M. Usha.

 Yours Sincerely

Prof. Usha

Coordinator, MBA