

Annexure No.	53 F
SCAA Dated	29.02.2008

BHARATHIAR UNIVERSITY: COIMBATORE – 641 046
DEPARTMENT OF PSYCHOLOGY

P.G. DIPLOMA IN HUMAN RESOURCES DEVELOPMENT (SDE)
SDE ANNUAL PATTERN

(For the Students admitted during the Academic year 2008-2009 and onwards)

Number of Papers	Papers	Marks
I	Principles and Practices of Management	100
II	Occupational Health, Safety and Welfare	100
III	Training and Development	100
IV	Organizational Development	100
V	Counselling Psychology	100
	Total	500

PGDHRD 01 - PRINCIPLES AND PRACTICES OF MANAGEMENT

MAX. MARKS: 100

Unit I:

Management: Science, Theory and Practice: The Evolution of Management Thought-
Management and Society: The External Environment, Social Responsibility and Ethics, -
Global and Comparative Management – The Basis of Global Management

Unit II:

Nature and Purpose of Planning – Objectives – Strategies, Policies and Planning-
Decision Making – Global Planning

Unit III:

Nature of Organizing – Organizational Structure – Departmentation – Line/Staff
Authority and Decentralization – Effective Organizing and Organizational Culture –
Global Organizing

Unit IV:

Coordination functions – Human Factors and Motivation – Leadership Styles – Group
Decision Making - Communication. Process

Unit V:

Controlling – Control Process and Techniques

Reference Books :

1. Koontz and Weirich, Essentials of Management, Tat McGraw Hill
2. Stoner and Wankai, Management, PHI
3. Robert Krcitner, Management, ATTBS
4. Weirich & Koontz, Management – A Global Perspective, McGraw Hill

PGDHRD 02 - OCCUPATIONAL HEALTH, SAFETY AND WELFARE

MAXIMUM MARKS: 100

Unit I: Occupational Health and Safety

Legal Provisions Regarding Health, Measures to Promote Employees Health, Emotional Problems, Employees Safety, Accidents: Causes and Prevention, Effective Safety management, Legal Provisions, Current Health and Safety Issues

Unit II: Employee Job Stress

Job Stress, Management of Stress, Burnout and rust out, Stress and Job Performance, Stress and Decision Making and Stress and Living with Stress.

Unit III: Employee Counseling and Mentoring

Methods of Counseling, Employee Counseling, Effective Counseling Process, Mentoring Process.

Unit IV: Employee Welfare and Social Security

Importance of Employee Welfare, Types of Welfare Facilities, Statutory Provision for Welfare, Types of Social Security, Social Security Measures in India, Legislation (Acts) for Social Security

Unit V: Employee Grievances and Discipline

Nature of Grievances, Model Grievance procedure, Grievance Management in Industry, Approaches to Discipline, Disciplinary Action, Essentials of a Good Disciplinary System

Reference:

1. Rao V.S.P “Human resources Management – Text and Cases” Second Edition, Excel Books, New Delhi, 2005
2. Bermardin, H. J. (2007) *Human Resource Management*. New Delhi: Tata McGraw Hill.
3. C.B.Memoria, “Personnel Management”, Himalaya Publishing House, 1999

PGDHRD 03 - TRAINING AND DEVELOPMENT

MAXIMUM MARKS: 100

Unit I: Introduction:

Needs and Objectives of Training, Importance of Training, Principles of Training, Steps in Training Program, Opportunities and Challenges, Training Process Model and Its Frame Work, Distinction between Training and Development, Training for Different Employees

Unit II: Designing a Training Program:

Identification and Analyses of Training Needs, Key dimensions of Training Designs, Organizational Constrains in Training, Facilitation of Transfer.

Unit III: Training Methods

Types of On-the-Job and Off-the Job Training Methods, Its Advantages and Disadvantages, Comparison of Training Methods.

Unit IV: Management Development

Why Focus on Management Development – Overview of Managerial Job – Characteristics of Manager – Integration – Implications – Sources of Knowledge – Special needs of Technical Manager – Training for Executive Level Management.

Unit V: Development, Implementation and Evaluation of Training

Importance, Deficits in Training, Improving Effectiveness of Training, Methods of Evaluation, Trainer Skills and its Impact

Reference Books

1. Blanchard, N., & Thacker, J. (2005) *Effective Training*. Delhi: Pearson Education Inc.
2. C.B.Memoria, "Personnel Management", Himalya Publishihng House, 1999
3. C.B. Gupta, "Human Resources Management", Sultan Chand, 1999
4. Gary Dessler, "Human Resources Management", 10th Edition, Pearson Education, New Delhi 2004

PGDHRD 04 - ORGANISATIONAL DEVELOPMENT

MAXIMUM MARKS: 100

Unit I: Introduction to Organization Development

Overview of the Field of Organization Development: Laboratory Training, Survey Research and Feedback, Action Research, Socio-technical and Socio-clinical approaches Values and Assumptions and Beliefs in OD: OD Values and Assumptions, Implications of OD and Assumptions

Unit II: Theory and Management of OD

Foundations of Organization Development: Models and Theories of Planned Change, Systems Theory, Participation and Empowerment, Teams and Teamwork, Managing the OD Process: Diagnosis, Action Component – OD Interventions,

Unit III: Team, Intergroup and Third-Party Peacemaking Interventions

Overview of OD Interventions: Classifying OD Interventions
Team Interventions: Teams and Work Groups, Broad Team-Building Interventions, Process Consultation Interventions

Unit IV: Comprehensive OD Interventions and Structural Interventions:

Survey Feedback, Grid Organization Development, Schein Cultural System, Trans-organizational Development
Structural Interventions: MBO, Quality Circles, TQM, High Performance Work Systems

Unit V: T-Group Training

T-Groups, Behaviour Modeling, Life and Career Planning. Coaching and Mentoring
Future and Organizational Development

References Books:

1. French, W.L and Bell, Jr C.H. and Vohra V. Organization Development, Pearson Education, 2006
2. Schien, Organizational Psychology, Tata McGraw Hill, New Delhi, 2005

PGDHRD 05 - COUNSELLING PSYCHOLOGY

MAXIMUM MARKS: 100

Unit I

Counseling as a helping profession - Introduction – Historic Perspectives - Activities of Counselor – Basic Principles – Future Direction of the Profession.
Counselors Work Setting - Educational Settings: Training Programs for Counselors in Educational Setting – Credentialing of School Counselors - The Role and Functions of Counselors in School Settings – Relationship with Other Helping Profession.

Unit - II

Theories of Counseling – Goals of Counseling – The Counseling Process – Relationship Establishment – Problem Identification and Exploration – Short-Term Counseling or Brief Therapy – Special Counseling Populations.
Group Techniques: Definitions and Explanations – Group Counseling – Group Leadership – Group Process – Group Guidance Activities.

Unit-III

Human Assessment for Counseling: Selecting a Test – Types of Standardized Tests – Developing a Testing Program – Guidelines for Human Assessment.
Observation – Observation Instruments – Developing the Rating Scale – DSM-IV-TR- Self-reporting – Group Assessment Techniques – Ecological Assessment - Records.

Unit -IV

Counseling for Career Planning and Decision Making: Definitions – Changing Nature of Work – Theories of Career Development – Implications of Career Theories for Counselors.

Principles of Career planning in Schools - Role of Counselor in Student's Career Development – Techniques for Career Planning – Computerized Career Assistance System – Types.

Unit-V

The Consultation Process – Consultation Models – Skills – Consultation in School Settings – Consultation Services to Community and Business Organizations.

Prevention and Wellness: Prevention – Prevention in Nonschool Settings – Stress Management – Recreation and Leisure – Ethical Issues.

Reference Books:

1. Robert L. Gibson And Marianne H. Mitchell, (2006) Introduction to Counseling and Guidance, New Delhi, Prentice Hall of India Private Limited.
2. Narayana Rao.S (2002), Counselling and Guidance (Iied) New Delhi: Tata McGraw Hill.
3. Nelson Jones, (1982), The Theory and Practice of Counselling Psychology, New York: Holt Rinehart and Winston.
