

A
Programme Project Report (PPR)
on

Certificate and Diploma in Human Resource Development

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Norms, structure and programme content in Certificate and Diploma in Human Resource Development(Under-Graduate)w.e.f Academic session 2023-2024 as per CBCS norms.

Certificate and Diploma in Human Resource Development, ICDEOL course consists of six courses. The students have to qualify all the 6 papers to complete the course in Diploma in Human Resource Development.

Scheme of the Course Division

Semester	Title of Paper	Course Code	Credits	Marks Scheme	
				Theory	Internal Assesment
Semester I	-Human Resource Development	HRD-101	6	80	20
	-Organization Behavior	OB-102	6	80	20
	-Human Resource Management	HRM-103	6	80	20
Semester II	-Research Methodology	RM 104	6	80	20
	-Research Based Project Report and Viva Voce	RP 105	6 Total - 30 Credits	60 (Research Based Project)	40 (Viva-voce)

Course Name: Certificate and Diploma in Human Resource Development

Eligibility:10+2 in any stream or Bachelor Degree in Any Stream from the State/Private University recognised under the University Grant Commission.

Duration:

- a) Duration of Certificate Course: 06 Months ----- (Level-I)
- b) Duration of Diploma Course: 01 Year ----- (Level-II)

No. of Seats: 30 Seats

Fee Structure: (Cycles: April/September); Fee = Rs. 10,000/- per semester

Note: After completion of Level-I in Diploma course, student can exercise exit option be awarded Certificate Course. In case of resuming the admission to Level-02, student has to get the permission from the Director, ICDEOL, Himachal Pradesh University, Shimla-5. The candidate has to complete his/her Level-01 within the duration of 05 years only. The credits hours and fee structure may change as per the recommendations of Board of Studies meeting time to time.

Every course shall comprise of **6 credits and it is mandatory for students to pass every course.**

Internal Assessment: Students shall submit the assignments on the subject.

Personal Contact Programme: Enrolled students have to undergo for **personal contact programme for 10 days** in Certificate and Diploma course.

Marks Scheme: Total Marks-100, Theory Marks (Theory 80, Internal Assessment 20)

Instructions for the Question Paper Setter:

The maximum marks for the paper will be 100. The question paper will be of 80 marks and internal assessment/assignment of 20 marks. The candidate shall attempt five questions in all (one compulsory and one each from four units). The compulsory question shall comprise of four short answer type questions (in the form of notes) covering the whole syllabus, to be answered in 150-200 words each. Each short answer type question shall carry 4 marks. Rest of paper shall contain four units; each unit having two questions out of which candidate is required to attempt one question. Each question for the units will carry 16 marks. The candidate has to score 40% (Theory 32 and IA 8) marks both in the theory as well as Internal Assessment. Time allowed will be 3 hours.

Evaluation of this course will be done through two stages. The first stage evaluation shall comprise of 20 marks (Internal Assessment) to be completed at the department level. At the second stage, there will be examination of 80 marks. The theory paper shall consist of 80 marks.

Career Prospective: The purpose of the programme is to equip the students with knowledge, practical skills and attitudes in human resource management to enable them perform competently in both the formal and informal sector of the organization. They will be able to plan, coordinate and control the utilization of human resources in a dynamic organization.

Job prospects in Human Resource Sector are:

- Administrative officer
- Human Resource officer
- Placement officer
- Liaison officer

Level: 01

Sr. No.	Subject
1	Human Resource Development
2	Organization Behavior
3	Human Resource Management

Level: 02

Sr. No.	Subject
1	Research Methodology
2(a)	Research Based Project Report
2(b)	Viva-voce

HRD-101: Human Resource Development

TEACHING AND EXAMINATION SCHEME:

Credits	Marks			Duration of End Semester Examination
	Assignment	End Semester Exam	Total	
6	20	80	100	3 hrs

Objectives of the course : The paper will familiarize the students with basic concepts of HR development. This will enable students to understand the HR development and system at various levels in general and in certain specific sectors and organizations. Further, it will help them to focus and analyze the issues and strategies required to develop manpower resources.

Course Outcomes: The paper will familiarize the students the concepts of Human Resource Development. The course will enhance the requisite skill set for application human resource development. The course will equip students to analyze the strategic issues and tools required for human resource development.

COURSE CONTENTS:

Unit	Contents
I	a. Human Resource Development : Meaning and Concept b. Career Planning and Counseling c. Morale and Productivity d. Management Development
II	a. Organization Development (OD) b. Training and Development c. Motivation: Meaning and Importance d. Motivation Theories
III	a. Leadership : Concept and Meaning b. Leadership Theories c. Career Development d. Performance Appraisal
IV	a. Stress management b. Conflict Management c. Change Management d. Health Management

Selected reading:

Amitai Etzioni: Modern Organizations(New Delhi; Prentice Hall, Latest. Ed.)1995

Betram Gross: The Managing of Organizations(London: Free Press, Latest Ed)1964

CB Gupta: Human Resource Management (New Delhi: Sultan Chand and Sons, latest ed.)
2021)

Douglas Mc Gregor: Leadership and Motivation (MIT Press Boston) 1967

Glenn,O Stahl: Public Personnel Administration (Sahitya Bhawan, Agra) 2017

LM Prasad: Organization Behavior (New Delhi: Sultan Chand and Sons, latest ed.)2018

PC Tripathi: Human Resource Development (New Delhi: Sultan Chand and Sons, latest ed.)
2021

CB Gupta: Human Resource Management (New Delhi: Sultan Chand and Sons, latest ed.)
2021)

OB-102: Organizational Behavior

TEACHING AND EXAMINATION SCHEME:

Credits	Marks			Duration of End Semester Examination
	Assignment	End Semester Exam	Total	
C				
6	20	80	100	3 hrs

Objectives of the course: The paper will familiarize the students with basic concepts of Organizational Behavior. The paper will prepare students for better understanding of field of Organizational Behavior. It will equip students to describe the importance and goals of organizational Behavior.

Course Outcomes: The paper will familiarize the students with concepts of Organization Behavior. The course will enhance the requisite skill set for application of theories of Organizational Behavior for optimum output at organizational level. The course will sharpen students to critically examine the importance of Organizational Behavior in different organizations.

COURSE CONTENTS:

Unit	Contents
I	a. Concept of Organization and Organization Behavior b. Typology of Organizations c. Organizational Goals and Individual Goals d. Organizational Behavior : Definition, Characteristics and Nature
II	a. Concept of Organizational Climate b. Factors affecting Organizational Climate c. Developing Sound Organizational Climate
III	a. Group Dynamics and Behavior b. Types of Groups: Formal and Informal Groups c. Group Dynamics d. Groups Behavior, Norms and Decision Making
IV	a. Organizational Change and its Reasons b. Planned Change, Processes in Planned Change c. Human Relations to Change: Overcoming Resistance to Change d. Change Agents and their role

Selected Readings:

Piffner and Sherwood : Administrative Organizations(Prentice-Hall, Latest ed.)1962.

LM Prasad: Organization Behavior (New Delhi: Sultan Chand and Sons, latest ed.)2018

Organization Behavior : Fred Luthans (Europe: Publisher: McGraw-Hill Education Latest Ed.)

French and Bell : Organization development (Pearson Education India) 2006

Glenn,O Stahl: Public Personnel Administration (Sahitya Bhawan, Agra) 2017

P. Pigors and CA Myers: Personnel Administration : A Point of view and a Method, 6th edition
(Mcgraw Hill)1969

DRM-103:Human Resource Management

TEACHING AND EXAMINATION SCHEME:

Credits	Marks			Duration of End Semester Examination
	Assignment	End Semester Exam	Total	
C				
6	20	80	100	3 hrs

Objectives of the course: The paper will familiarize the students to comprehend with basic concepts of Human Resource Management. It will help students to understand the strategies and components of HRM Further, it will help them to focus and analyze the philosophical aspects of HRM.

Course Outcomes:The paper will familiarize the students the concepts of Human Resource Development. The course will enhance the requisite skill set for application of human resource management practices. The course will equip students to analyze the strategic issues and obligations on part of management towards best use of Human Resources.

COURSE CONTENTS:

Unit	Contents
I	a. Meaning, Nature and Scope of Human Resource Management b. HRM: Functions and Objectives c. Personnel Manager : Qualifications and Role
II	a. Human Resource Planning: Concepts, Objectives and Importance b. Factors affecting HRM c. Human Relations
III	a. Absenteeism b. Labour Turnover c. Organizational Effectiveness d. Team Building
IV	a. Communication b. Counseling c. Decision Making d. Time Management

Selected Readings:

A.P. Saxena: Training and Development in Government (New Delhi:2010)

Stiffin Robbins : Organization Behavior (New Delhi ;Pearson; Latest Edition)1962.

Organization Behavior : Fred Luthans (Europe: Publisher: McGraw-Hill Education Latest Ed.)

Edwin Flippo : Personnel Management (New Delhi ;McGraw-Hill, Kogakusha) 2008

Glenn,O Stahl: Public Personnel Administration (Sahitya Bhawan, Agra) 2017

Rustom S. Davar : Personnel Management and Industrial Relations in India(New Delhi: Vikas Publications)2009

PC Tripathi: Human Resource Development (New Delhi: Sultan Chand and Sons, latest ed.)
2021

RM-104: Research Methodology

TEACHING AND EXAMINATION SCHEME:

Credits	Marks			Duration of End Semester Examination
	Assignment	End Semester Exam	Total	
C				
6	20	80	100	3 hrs

Objectives of the course: The paper will familiarize the students to comprehend with basic concepts and methodologies of research. It will equip students with knowledge and skill set of research methodology for its application. The major objective of this paper is to prepare students for conducting quality research.

Course Outcomes: The paper will familiarize the students the concepts of reasoning. The course will enhance the requisite skill set for application of research methodology in field of human resource management. The course will equip students to understand and apply tools of qualitative and quantitative research in field of Organization Behavior and Human Resource Development.

COURSE CONTENTS:

Unit	Contents
I	a. Research: Scope and Objective of Research b. Research Process c. Research Design
II	a. Meaning and Formulation of Hypothesis b. Testing of Hypothesis
III	a. Meaning and Types of Sampling b. Content Analysis, Questionnaire, Schedule Formulation c. Observations,
IV	a. Analysis of Data b. Report Writing c. Case Studies d. Role of Computers in Research

Selected Readings:

John H Creswell: Research Design: Qualitative, Quantitative, and Mixed Methods Approaches (Sage Publications) 2018

John H Creswell: Research Design - International Student Edition: Qualitative, Quantitative, and Mixed Methods Approaches (Sage Publications) 2018

CA Mossier and G Kalton (Survey Methods in Social Investigation, London) 1993.

C.R Kothari: Research Methodology: Methods and Techniques (New Delhi : New Age International) 2004

SR Bajpai : Methods of Social Survey and Research (New Delhi : Kitab Ghar) 1960

RP-105: Research Based Project Report and Viva Voce

Credits	Marks			Duration of End Semester Examination
	Research Based Project	Viva Voce	Total	
C				
6	60	40	100	3 hrs

TEACHING AND EXAMINATION SCHEME:

COURSE CONTENTS:

Project Report: The student has to undergo Research based project in any industry or organization and after submission the report, there will be viva voce examination. The student is required to submit the required copies of the research report along to the coordinator. The assessment and evaluation of this research report shall be as under: -

S. No.	Contents	Marks
Component – I		
1	Research Report	60
Component – II		
2	Viva-voce Examination	40