III Year MCA I Semester　　　　**L　T　P　To　C**

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MC311　HUMAN RESOURCE DEVELOPMENT
ELECTIVE– III

Objective of the Course:

　　The course will acqvaint students with the basic issues of human resource development which is essential for the HRD environment of an organization.

UNIT - I　　　　　　　　　　　　　　　　　　　　　　　**(10 Hrs)**

Introduction: Basic Concepts HRM and HRD, influences on Human Behaviour, Learning and HRD.

UNIT - II　　　　　　　　　　　　　　　　　　　　　　　**(12 Hrs)**

HRD Process: Basic prerequisites – Job Analysis, Job Description, Job Specification and Job Evaluation – Job performance standards – Elements of Job Design: Job – Restructuring – Job Rotation- Job Enlargement and Job Enrichment Orientation and Training needs and Designing Training programmes. Appraising Employee performance: Requirements of an effective employee appraisal system.

UNIT - III　　　　　　　　　　　　　　　　　　　　　　**(12 Hrs)**

Assessing HRD needs and Designing effective HRD programmes: Strategic and organization Analysis – person Analysis – prioritizing HRD needs – Defining the objectives of HRD in terventiens – creating or purchasing HRD programs – Selecting the trainer – Training methods and media – scheduling the program.

UNIT - IV　　　　　　　　　　　　　　　　　　　　　　**(14 Hrs)**

Implementing and Evaluating HRD programs Training Delivery Methods: On-the-Job Training Methods – Classroom Training approaches – Computer – based training media & methods – The purpose of HRD Evaluation – Method and Framework of Evaluation – Data Collection for HR Evaluation.

UNIT - V　　　　　　　　　　　　　　　　　　　　　　**(14 Hrs)**

Human Resource Development Applications: Career Management and Development – management Development – Organization Development and change – Coaching and performance Management – Employee counseling and wellness serous.

Text Books:
1. Jon M. Wernew and Randy L. Desimone, Human Resource Development: Foundation, Framework and Application, cengage Publishers.
2. Dessler, Human Resource Management, PHI,

Reference Books:
1. Cummins, T.G & C.G. Worley, Organisation Development and Change, Thomson Learning Singerpoor.
2. French, W.I & Ch. Bell, Organisation Development, PHI, New Delhi.