



**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 2022
Start Date:	1 <sup>st</sup> March 2022
End Date:	30 <sup>th</sup> May 2022
Exam Date:	15th June 2022
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 2022**, 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.