

Name of Institute: Indus Institute of Management Studies (IIMS)

Name of Faculty: Dr. Richa Verma

Course code: MB0335

Course name: Corporate Tax & Financial Planning

Pre-requisites: Concept of HRD & its applications.

Credit points: 3 Credits

Offered Semester: III

Course Lecturer (weeks 01 - 15)

Full name: Dr. Richa Verma

Department with siting location: Management

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Consultation times: 4.00 PM to 5.00 PM

Students will be contacted throughout the Session via Mail with important information relating to this Course.

Course Objectives

Create understanding about concepts and conceptual framework of HRD.

Develop understanding of HRD systems and processes.

Develop HRD facilitators skills; to develop and design HRD programme, to implement and control them in various organizational setups in different sectors.

Comprehension issues in training evaluation, including the cost/benefits (utility) of training and design a training evaluation procedure.

Course Outcomes (CO)

On successful completion of this course students will be able to:

- CO1:** Demonstrate effective impression management skills including resume writing skills, verbal communication skills, effective interviewing skills, and business etiquette.
- CO2:** Apply management skills and knowledge in a realistic environment.
- CO3:** Understand human resource systems for employment, labor relations, compensation and benefits, training and development, and performance assessment.
- CO4:** Analyze human resource systems for employment, labor relations, compensation and benefits, training and development, and performance assessment.
- CO5:** Create human resource systems for employment, labor relations, compensation and benefits, training and development, and performance assessment.
- CO6:** Implement human resource systems for employment, labor relations, compensation and benefits, training and development, and performance assessment.

Course Outline

UNIT-I Foundation of HRD:

Introduction and evolution of HRD

Linkage between HRD and HRM

Functions of HRD

Role and competencies of an HRD professionals

Challenges to HRD professionals and organization

UNIT-II Influence on Employee Behaviour

Model of Employee Behaviour: External and work environment factors

Motivation internal influence on work environment

Learning and HRD.

UNIT-III Framework for HRD

Framework for HRD process

Assessing HRD Needs

Organizational, task & personal analysis need assessment, Framing objectives.

UNIT IV Designing and Implementing HRD programs

Selecting the trainer, designing lesson plan, training delivery methods and material

Evaluating HRD Programs

Purpose, model and frameworks of evaluation

UNIT-V Special Issues in HRD:

Developing Leaders: Coaching and Mentoring

Helping to Cope: Counseling

HRD and Diversity

Trainer skills and training styles

Method of delivery

Lectures, PPT, case studies, experiential exercises, Active Learning Techniques.

Study time

3 hours per week

CO-PO Mapping (PO: Program Outcomes)

PO1: Develop Business Acumen & domain knowledge (With knowledge of management theories & practices)

PO2: Develop Leadership and Team building

PO3: Enhance Critical Thinking, Analysis, Problem Solving

PO4: Build Awareness of Global Business Environment

PO5: Comprehend Legal, Ethical and Social Responsibility

PO6: Develop Communication Skills, Interpersonal and Soft Skills

| | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|------------|------------|------------|------------|------------|------------|------------|
| CO1 | 3 | 2 | 2 | 3 | 2 | 1 |

| | | | | | | |
|-------------|---|---|---|---|---|---|
| CO 2 | 1 | 3 | 3 | 1 | 1 | 3 |
| CO 3 | 3 | 1 | 1 | 3 | 1 | 1 |
| CO 4 | 3 | 1 | 1 | 3 | 2 | 2 |
| CO 5 | 3 | 1 | 1 | 3 | 2 | 2 |
| CO 6 | 3 | 1 | 1 | 3 | 2 | 3 |

Blooms Taxonomy and Knowledge retention (For reference)

(Blooms taxonomy has been given for reference)

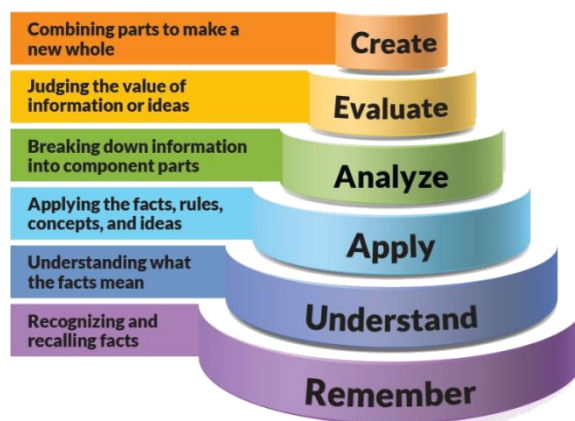


Figure 1: Blooms Taxonomy

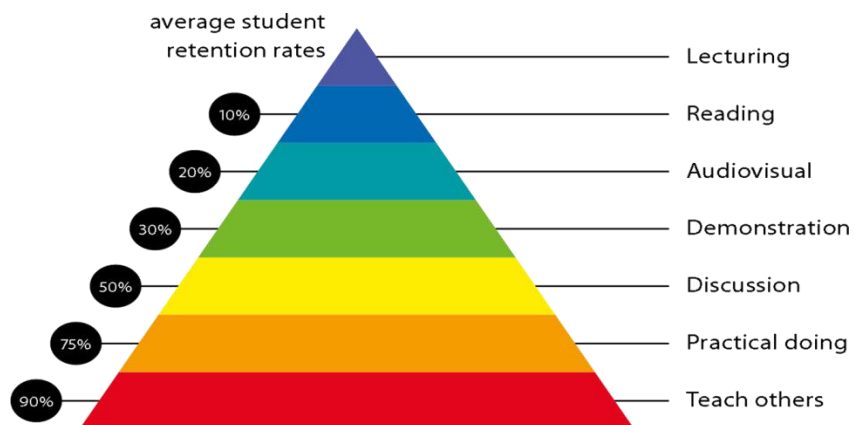


Figure 2: Knowledge retention

Graduate Qualities and Capabilities covered

(Qualities graduates harness crediting this Course)

| General Graduate Qualities | Specific Department of _____ Graduate Capabilities |
|--|---|
| <p>Informed</p> <p>Have a sound knowledge of an area of study or profession and understand its current issues, locally and internationally. Know how to apply this knowledge. Understand how an area of study has developed and how it relates to other areas.</p> | <p>1 Professional knowledge, grounding & awareness</p> |
| <p>Independent learners</p> <p>Engage with new ideas and ways of thinking and critically analyze issues. Seek to extend knowledge through ongoing research, enquiry and reflection. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.</p> | <p>2 Information literacy, gathering & processing</p> |
| <p>Problem solvers</p> <p>Take on challenges and opportunities. Apply creative, logical and critical thinking skills to respond effectively. Make and implement decisions. Be flexible, thorough, innovative and aim for high standards.</p> | <p>3 Problem solving skills</p> |
| <p>Effective communicators</p> <p>Articulate ideas and convey them effectively using a range of media. Work collaboratively and engage</p> | <p>4 Written communication</p> |
| | <p>5 Oral communication</p> |
| | <p>6 Teamwork</p> |

| | |
|--|---|
| with people in different settings. Recognize how culture can shape communication. | |
| <p>Responsible</p> <p>Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity. Act with integrity as part of local, national, global and professional communities.</p> | <p>7 Sustainability, societal & environmental impact</p> |

Practical work:

1. ASSIGNMENT -1 Unit 1&2
2. ASSIGNMENT -2 Unit 3&4

Lecture times

1:00PM -2:00PM – Monday

3:10PM- 4:10PM - Wednesday & Thursday

Attendance Requirements

The University norms states that it is the responsibility of students to attend all lectures, tutorials, seminars and practical work as stipulated in the Course outline. Minimum attendance requirement as per university norms is compulsory for being eligible for mid and end semester examinations.

Details of referencing system to be used in written work

Text books

1. Uday Kumar Haldar, *Human resource Development*, OUP
2. Werner & Desimone, *Human resource Development*, Cenage Learning
3. Udai Pareekh & T.V.Rao, *Designing and Managing Human Resource Systems*, Oxford Publications, Oxford & IBH Publication.

Reference Books:

1. Pareekh Udai& TV Rao, *Understanding HRD System*, Tata McGraw-Hill Publication
2. V.D. Dudheja, *Human Resource Management and Development in the New Millennium*, Commonwealth Publishers, New Delhi

ASSESSMENT GUIDELINES

Your final course mark will be calculated from the following:

| | |
|--|-----------------|
| Assignment | 10 Marks |
| Class Test | 5 Marks |
| Attendance | 5 Marks |
| Mid semester | 40 Marks |
| Final exam (<i>closed book</i>) | 40 Marks |

SUPPLEMENTARY ASSESSMENT

Students who receive an overall mark less than 40% in mid semester or end semester will be considered for supplementary assessment in the respective components (i.e mid semester or end semester) of semester concerned. Students must make themselves available during the supplementary examination period to take up the respective components (mid semester or end semester) and need to obtain the required minimum 40% marks to clear the concerned components.

Late Work

Late assignments will not be accepted without supporting documentation. Late submission of the reports will result in a deduction of -5% of the maximum mark per calendar day

Format

All assignments must be presented in a neat, legible format with all information sources correctly referenced. **Assignment material handed in throughout the session that is not neat and legible will not be marked and will be returned to the student.**

Retention of Written Work

Written assessment work will be retained by the Course coordinator/lecturer for two weeks after marking to be collected by the students.

University and Faculty Policies

Students should make themselves aware of the University and/or Faculty Policies regarding plagiarism, special consideration, supplementary examinations and other educational issues and student matters.

Plagiarism - Plagiarism is not acceptable and may result in the imposition of severe penalties. Plagiarism is the use of another person's work, or idea, as if it is his or her own - if you have any doubts at all on what constitutes plagiarism, please consult your Course coordinator or lecturer. Plagiarism will be penalized severely.

Do not copy the work of other students.

Do not share your work with other students (except where required for a group activity or assessment)

Course schedule(subject to change)

(Mention quiz, assignment submission, breaks etc as well in the table under the Teaching Learning Activity Column)

| | Week # | Topic & contents | CO | Teaching Learning Activity |
|--|--------|------------------|----|----------------------------|
|--|--------|------------------|----|----------------------------|

| | | | Addressed | (TLA) |
|---------|--|--|-----------|---------|
| Weeks 1 | Introduction and evolution of HRD Linkage between HRD and HRM Functions of HRD | | CO1 | Lecture |
| Weeks 2 | Role and competencies of an HRD professionals Challenges to HRD professionals and organization | | CO1 | Lecture |
| Week 3 | Influence on Employee Behaviour Model of Employee Behaviour: External and work environment factors | | CO2 | Lecture |
| Week 4 | Motivation internal influence on work environment | | CO2 | Lecture |
| Week 5 | Learning and HRD | | CO3 | Lecture |
| Week 6 | Framework for HRD process- Introduction, types of needs. | | CO3 | Lecture |
| Week 7 | Assessing HRD Needs Organizational, task & personal analysis need assessment, Framing objectives. | | CO3 | Lecture |
| Week 8 | Designing and Implementing HRD programs Selecting the trainer, designing lesson plan, training delivery methods and material | | CO4 | Lecture |
| Week 9 | Evaluating HRD Programs Purpose, model and frameworks of evaluation | | CO4 | Lecture |
| Week 10 | Revision | | | Lecture |

| | | | |
|---------|---|-----------|---------|
| Week 11 | Mid Term | | |
| Week 12 | Developing Leaders: Coaching and Mentoring | CO4 | Lecture |
| Week 13 | Helping to Cope: Counseling | CO5 & CO6 | Lecture |
| Week 14 | HRD and Diversity Trainer skills and training styles | CO5 & CO6 | Lecture |
| Week 15 | Doubt solving & revision | | |