

M.A. Public Administration (Final)
Paper-VI Option (i)
Human Resource Development

M. Marks : 100
Time : 3 Hrs.

Note: The question paper shall contain ten questions in all by including two questions from each unit. Every candidate shall attempt five questions in all selecting one question from each unit. All questions carry equal marks.

UNIT-I

Human Resource Development: Concept, Nature, Scope and Significance, Principles of Human Resource Development and its challenges. Functions of Human Resource Development, Human Resource Development-Culture and Climate, Human Resource Development Environment in India.

UNIT-II

Mechanical Approach, Paternal Approach, Social System Approach in Human Resource Development, Human Resource Planning: Values in Planning, Man-power Planning, Career Development and Career Planning, Human Resource Development Strategies, Personnel Control, Personnel Audit.

UNIT-III

Job-Analysis and Man Power requirements: Job Designing, Job Satisfaction, Job Terminology, Job Analysis Process, Job Description, Job Specification, Job-Enrichment, Work Force Analysis.

UNIT-IV

Recruitment-procedure, Induction, Selection and Placement, Training and Development, Promotion: Seniority Vs Merit, Classification, Employee's Discipline, Removal and Appeal, Morale and Motivation, Retirement Benefits, Employees Grievance Handling: Whitlism in India.

UNIT-V

Modern Management techniques-Management by objectives (MBO), Management of Interpersonal relations and Transactional Analysis, Organisational Development (OD) and Management Information System (MIS) for personnel administration-Use of EDP. Performance Appraisal and its methods, Research needs in Human Resource Development, Challenges and prospects of Human Resource Development, Emerging trends in Human Resource Development.