

# DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

School of Commerce and Management  
Post Graduate Diploma in Human Resource  
June-2020

## PGDHR Programme

(As per UGC Model Curriculum)



**BAOU**  
Education  
for All

"Jyotirmay" Parisar, Opp. Shree Balaji Temple, S. G. Highway,  
Dr. Babasaheb Ambedkar Open University Road, Chharodi,  
Ahmedabad-382 481 - Website : [www.baou.edu.in](http://www.baou.edu.in)

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## Introduction

Dr. Babasaheb Ambedkar Open University is unique, being the only state distance mode-open University of Gujarat, established by the Government of Gujarat. The prime objective of the University is to equip its learners with knowledge, skills and competencies associated with employability through flexible, learner-centred and technology enhanced way following the basic principles of open and distance education.

The School of Commerce and Management, Dr. Babasaheb Ambedkar Open University aims to explore new frontiers of skills, knowledge & innovation in academics as well as industry by adopting and reconnoitering new concepts and applying them to build confidence and work ethics among its learners.

The Post Graduate Diploma in Human Resource (PGDHR) is designed to prepare the learners with the knowledge and skills required for managing human resource in a way that contributes to the development and establishments of organizations.

## Objectives

- ✓ To provide a broad range of human resource management courses that have the capacity to enhance human resource management professional practice in and across organizational settings.
- ✓ To understand the Personnel management vs. Human Resource Management resource.
- ✓ To comprehend the strategic role of human resources in an organizational development model
- ✓ To understand Human resource management in India, role and responsibilities of HR Manager.
- ✓ To understand the Compensation management and Performance Appraisal policies and terms for employees rewarding.
- ✓ To understand Human Resource Planning and Training and Development.

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Subject Code	Subject Name	Credit	
		Th	Pr
<b>First Semester</b>			
PGDHR-101	Principles Of Management	4	
PGDHR-102	Organisational Behaviour and Change Management	4	
PGDHR-103	Customer Services Management	4	
PGDHR-104	Management of Human Resource	4	
<b>Second Semester</b>			
PGDHR-201	Industrial Relation and Labour Laws	4	
PGDHR-202	Human Resource Planning	4	
PGDHR-203	Human Resource Development	4	
PGDHR-204	International HRM	4	
			<b>32</b>

## Outline of the Programme

- The code for this course is PGDHR.
- For every semester and for every course the codes will be different.
- Postgraduate Diploma in Human Resource (PGDHR) consists of Eight (08) Subjects in the duration of twelve (12) months, which is divided into two semesters.
- The student is entitled to get 4 credits of one subject.
- The whole PGDHR course will have a total of 32 credits.
- Eligibility for Admission: Any Graduate from a recognized university is eligible for enrolment in the programme.
- Duration of Course: Minimum 1 year and Maximum 4 years.
- Course fee: Rs.7500/- per Semester
- Centers: Recognized/Approved study centers of University
- SLM (Self learning Material): It will be provided to all Enrolled students.
- Counseling sessions: Saturday and Sunday at all approved centers.
- Students are required to submit two assignments to the study center for the evaluation purpose. For their assignment's submission, they must follow the deadlines assigned by the university.
- Semester wise Exams: January/ February & June/ July

## Assessment

Assessment of Student	
Continuous Evaluation	Based on the Assignment (30%)
Yearly Exams	Based on Yearly Exams (70%)
Standard of Success	To Pass 35% marks in Assignment and Yearly Evaluation

## Facilities

- ❖ Counselling sessions at the respective Learner Support Centre.
- ❖ ICT Support: ICT support is a major component of any ODL system of education. Our University has as such given emphasis on this. Some ICT-based support systems provided by the University for the learners of are listed below:
  - Website: [www.baou.edu.in](http://www.baou.edu.in)
  - E - Self Learning Material
  - Swadhyaya TV
  - VANDE Gujarat — Dedicated VANDE Gujarat Channel Number 16
  - Virtual Classroom
  - Online Admission
  - Secured Examination
  - Cash-Less Campus
  - ASK-ME kiosk
  - Educational Apps

## Course Outcomes

- Enhance capability to manage uncertainty and complexity of the organization. Make capable to understanding people and their needs.
- Train future industry professionals
- To integrate and manage administrative and employee management systems of the organization.
- To manage diversity in thought and action and how to create innovation in people practices.
- To manage HR administrative function with respect to planning, organizing, staffing and controlling.
- To apply all the latest HR techniques and tools.



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