
Title: Human Resource Development
Credit Hours: 3

Code: HRM 375
Year /Semester: IV/VII

48 Hours

Course Objectives:

This course aims to develop the basic understanding of human resource development system and principles of designing an effective human resource development system.

Unit 1 Introduction

6 Hours

Meaning and Need of HRD, Elements of good HRD, Objectives of HRD, Scope of HRD, the HRD Process, Functions of HRD, Role of Managers in HRD; Skills and Competencies Required for HRD; Factors Affecting HRD, HRD System, Principles of Designing an Effective HRD System, Basic Concepts of HRD Audit

Unit 2 Training and Development

12 Hours

Training: Training Needs Analysis, Training Process; Training Methods: On-the-Job Training and Off-the-Job Training; Evaluating Training Efforts, Designing Training Program

Development: Concept and Proposes of Management Development, Management Development Techniques & Methods: On-the-Job and Off-the-Job

Career Planning and Development: Concept of Career Planning, Need for Career Planning, Objectives of Career Planning, Process of Career Planning, Steps in Career Development; Concept of Organizational Development, and Techniques of Organizational Development

Unit 3 Performance Appraisal and Performance Counselling

10 Hours

Meaning and Purposes of Performance Appraisal, Performance Appraisal Process; Performance Appraisal Methods; Essay, Checklist, Critical incident, Behaviorally Anchored Rating Scales (BARS), Individual Ranking, Paired Comparison, Management-by-Objective (MBO), 360° Appraisal; Feedback of Performance Appraisal, Performance Coaching, Performance Counselling, Performance and Reward

Unit 4 Employee Welfare and Quality of Work Life

6 Hours

Meaning and Need for Employee Welfare, Types of Welfare Programs: Inside and Outside the Work Place; Approaches to Employee Welfare, Employee Welfare and Quality of Work Life

Unit 5 HRD Implementation

10 Hours

Concept of HRD Implementation, Steps in HRD Planning, Assessing HRD Climate, Strengthening HRD Function, Assessing HRD Needs, Structuring the HRD Function, Orientation and Involvement of Line Managers, Monitoring Mechanism for HRD

Unit 6 HRD in Nepal

4 Hours

HRD Policies in Nepal, HRD Practices in Nepalese Organization, Problems Associated with HRD in Nepal.

References Book:

1. Rao, T.V., and Pereira, D.F. Readings in HRD. New Delhi: Oxford and IBH.
2. Rao, T.V., and Pereira, D.F. Recent Experiences in HRD. New Delhi: Oxford and IBH.
3. Agrawal, G. R., *Human Resource Development in Nepal*. Kathmandu: M.K. Publishers and Distributors.