GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD, GUJARAT

COURSE CURRICULUM
COURSE TITLE: HUMAN RESOURCE MANAGEMENT FOR AUTO INDUSTRY
(Code: 3340207)

Diploma Programmes in which this course is offered	Semester in which offered
Automobile Engineering	4th Semester

1.   RATIONALE

Human resources are very crucial for effective achievement of changing goals of the organization. They have tremendous level of untapped potential which can be utilised by professional supervisor using human resource management abilities. In changing environment the role of the supervisor and people becomes crucial to success. Working conditions may create stress and conflict which could be managed effectively using various tools and techniques related to training, guidance, counselling, mentoring and coaching. In the present era of globalisation, human resource is considered as a dynamic asset which in turn contributes for achieving the excellence and delighting the customers.

This course aims at developing intra-personal, inter-personal and social competencies in the polytechnic students so as to enable them to perform their future role of supervisor effectively.

2.   COMPETENCIES (Programme Outcomes according to NBA Terminology)

The course content should be taught and implemented with the aim to develop different types of skills so that students are able to acquire following competencies.

- **Manage people effectively fostering values, positive attitude and interpersonal relations to achieve personal and organizational goals**

3.   TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T+P)	Examination Scheme				
				Theory Marks		Practical Marks		Total Marks
L	T	P	C	ESE	PA	ESE	PA	
2	0	0	2	70	30	0	0	**100**

Legends: L -Lecture; **T -**Tutorial/Teacher Guided Student Activity; **P -**Practical; **C -**Credit; **ESE**-End Semester Examination; **PA** -Progressive Assessment

4.   COURSE DETAILS

Unit	Major Learning Outcomes (Course Outcomes in Cognitive Domain according to NBA terminology)	Topics and Sub-topics
Unit I Introduction	1a Appreciate importance of human resource	1.1 Need and scope of human resource management in industrial environment. 1.2 Impact of human factors on productivity and industrial harmony. 1.3 Importance of providing need based training to the man power. 1.4 Qualities of a good supervisor.
Unit II Human needs, relations and values	2a. Identify human motivations.	2.1 Importance of human resources in Indian philosophy. 2.2 X and Y theory. 2.3 Maslow's hierarchy, its importance in managing human resources.
	2b. Appreciate values and ethics for relationships.	2.4 Need of human relations and human values in the industry, inter department and intra department. 2.5 Good relations with the suppliers and clients. 2.6 Desirable human values and their importance including ethics and morale values.
Unit III Behavioural dynamics	3.a Analyse self for interpersonal behaviour.	3.1 Need for interpersonal competence. 3.2 Determinants of interpersonal behaviour. 3.3 Concept of interpersonal orientation and attractions and its importance in human behaviour.
	3.b Develop team spirit and positive attitude.	3.4 Concept of group dynamics. 3.5 Dynamics of group formation. 3.6 Types of groups. 3.7 Role of teams in an organization. 3.8 Desirable characteristics of a team member. 3.9 Concept & importance of positive attitude and openness of mind. 3.10 Do's and don'ts for developing positive

Unit	Major Learning Outcomes (Course Outcomes in Cognitive Domain according to NBA terminology)	Topics and Sub-topics
		attitude. 3.11 Importance of mental health.
Unit IV **Leadership** **Development**	4a. Use leadership qualities. 4b. Develop subordinates by motivations & training. 4c. Develop decision making ability.	4.1 Various definitions of leadership. 4.2 Situational approach to leadership. 4.3 Quality of a good leader. 4.4 Power influence and compliance. 4.5 Influence of Leadership. 4.6 Techniques to deal people effectively. - case studies. 4.7 Importance of resource management (human, machine, material, method, money, time (moment), information (message)). 4.8 Need, importance & types of oragnisational training. 4.9 Need and importance of motivations. 4.10 Changing role of supervisor as facilitator& motivator. 4.11 Need, importance and use of guidance, mentoring, coaching and counselling. 4.12 Importance of problem solving and decision making in context of productivity, quality, cost consciousness, human relations and goal achievement. 4.13 Factors affecting decision making. 4.14 Types and process of decision making. 4.15 Make the decisions for given case/situation. - case studies.

Unit	Major Learning Outcomes (Course Outcomes in Cognitive Domain according to NBA terminology)	Topics and Sub-topics
Unit V Change and stress management.	5a. Identify need for change and barriers to change. 5b. Suggest strategies for any change. 5c. Resolve conflicts.	5.1 Need for change. 5.2 Barriers to change. 5.3 Strategies and tools to manage change.(Effective implementation and management of change). - case studies. 5.4 Trade unions and their objectives. 5.5 Constructive role of trade unions in goal setting, achievement and change management. 5.6 Causes of conflicts and techniques to resolve conflicts - case studies.
	5d. Analyse stress situation 5e. Manage stress.	5.7 Concept and Causes of stress. 5.8 Stress measuring techniques. 5.9 Need for relieving stress. 5.10 Techniques to manage the stress- case studies. 5.11 Self-management techniques

5. SUGGESTED SPECIFICATIONTABLE WITH HOURS & MARKS (THEORY)

Unit	Unit Title	Teaching Hours	Distribution of Theory Marks			
			R Level	U Level	A Level	Total Marks
I	Introduction	02	02	03	00	05
II	Human needs, relations and values	04	05	05	00	10
III	Behavioural dynamics	08	06	07	07	20
IV	Leadership Development	08	05	05	10	20
V	Change and stress management	06	02	08	05	15
Total		**28**	**20**	**28**	**22**	**70**

Legends: R = Remember; U = Understand; A = Apply and above levels (Bloom's revised taxonomy)

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

6.   LIST OF EXERCISES/PRACTICALS
   - Not Applicable

7.   SUGGESTED LIST OF STUDENT ACTIVITIES

   i.   Name the students with whom you have very good relations. Also list the reasons for that.

   ii.   Name the students with whom you have very bad relations. Also list the reasons for that.

   iii. List the factors/situations which motivate you.

   iv.   Identify the situations which cause stress to you. Also state reasons for that.

   v.   Visit institute's canteen, workshop and administration departments and identify the ways how people manage stress during peak hours.

   vi.   Visit nearby hotels, hospitals, malls, workshops, industries and draw the organisational structure followed in these organisations. Also prepare a list of documents that are commonly used by them for effective and smooth working of these organisations.

   vii. Visit nearby hotels, hospitals, malls, workshops, industries and prepare a report on how they are dealing with day to day grievances and customer complaints.

   viii. Visit different organisations and prepare a report on various unions exist in these.

   ix.   Each student should search the web and prepare biography of one leader from any field and try to identify the leadership traits he/she possesses.

   x.   Participate in team building exercises

   xi.   Prepare a plan to develop yourself for achieving excellence

8.   SPECIAL INSTRUCTIONAL STRATEGIES (If Any)

S. No.	Unit	Strategies	Purpose
1	I	Live examples/movies on productivity and harmony.	Importance of productivity and harmony can be understood.
2	II	a: Group discussion for Maslow's hierarchy. b: Case study/ case movie which appreciate importance of values and ethics.	To identify human motivations and to appreciate values and ethics for relationships.
3	III	a: Presentation on self characteristics. b: Tasks assignments to deal in team. c: Case study/movie. d: Group discussion.	To analyse self for interpersonal behaviour and develop the ability to work in team. Also to develop self confidence and openness of the thoughts.
4	IV	a: Case study-leadership. b: Role play-leadership. c: Group discussion-case for decision making.	To make students aware of the techniques to deal different types of people effectively. Also to develop the ability to identify the factors

S. No.	Unit	Strategies	Purpose
		d: Group discussion for the case which require solution.	affecting decision making.
5	V	a: Case study/Movie. b: Group discussion.	To know the causes of conflicts and to find out the resolution techniques of conflicts. Also to know the techniques to manage the stress.

9. SUGGESTED LEARNING RESOURCES

A) List of Books

S. No.	Title of Books	Author	Publication
1	Managing people at work.	Ahuja, Jain & Chhabra.	Dhanpatrai and Sons.
2	Human Resource	Biswajeet Pattanayak	PHI Learning, New Delhi
3	Human Resource	K. Aswathappa	Tata McGraw Hill
4	Seven Habits of successful	Stephen R. Covey	Free Press
5	Competency Framework for HRM	B.L. Gupta	Concept Publishing, New Delhi, First Edition 2011
6	Behavioural processes in organisation.	Pareek, Udai and Rao T.V.	Oxford and TBH Publishing Co., New Delhi, 1981.
7	Human Resource Management	V. S. P. Rao	
8	Human Resource	D.R.Patel, Y.R.Joshi	Atul Prakashan.

B)   List of Software/Learning Websites:

i.   www.cipd.co.uk/NR/rdonlyres/29D9D26D.../9781843982654_sc.pdf

ii.   www.slideshare.net/kumaravinash23/chapter-12-2634971

iii. www.tutor2u.net/business/people/motivation_theory_mcgregor.asp

iv.   www.mindtools.com

v.   kalyan-city.blogspot.com/.../maslow-hierarchy-of-needs-theory-of.html

vi.   www.enotes.com › Health

vii. www.youtube.com/watch?v=RwZ4-GTSNUI

viii. www.entrepreneur.com/article/204248

ix.   ceocommunity.ning.com/forum/attachment/download?id...

x.   www.facultyfocus.com/...leadership/improve-your-decision-making-skill...

xi.   www.nap.edu/catalog.php?record_id=13188

xii. nearyou.gwu.edu/hrdl-hr/hrd-ld-hr_brochure.pdf

xiii. www.hrinz.org.nz/Site/Resources/...Base/.../Change_Management_.aspx

xiv. http://www.youtube.com/watch?v=OD6-dBymmjk

xv.   http://www.youtube.com/watch?v=SJR-MRVd1okhttp://www.youtube.com/watch?v=pbxpg6D4Hk8

10.   COURSE   CURRICULUM   DEVELOPMENT

COMMITTEE Faculty Members from Polytechnics

- **Prof. Shah Bhaskar K**. Lecturer in Mechanical Engineering, Butler Polytechnic, Vadodara.

- **Prof. A.M. Talsaniya**, Lecturer in Mechanical Engineering, Sir Bhavsinhji polytechnic institute, Bhavnagar.

Coordinator and Faculty Members from NITTTR Bhopal

- **Dr. B.L.Gupta**, Professor and Head, Department of Management.

- **Prof. Sharad Pradhan**, Associate Professor and Head Department of Mechanical Engineering.