



M.A (PPM) – PGRRCDE

SYLLABUS

Department of Public Administration

Osmania University, Hyderabad

2025

P R O F A R M A
THE PAPER TITLES SUBJECT
III - Semester M.A. (PPM) - P G R R C D E
ACADEMIC YEAR 2025-26

(SEMESTER – III)

Course Code	Course Title
CD-M.A (PPM) - 301	Human Resource Development
CD-M.A (PPM)- 302	Employer-Employee Relations
CD-M.A (PPM)- 303	Compensation Administration
CD-M.A (PPM)- 304	Research Methods

SEMESTER – III (PGRRCDE)

M.A (PPM)

CD-M.A. (PPM) - 301: HUMAN RESOURCE DEVELOPMENT

UNIT- I: Human Resource Development – Philosophy, Concepts, Significance, Approaches and Strategies.

UNIT- II: Leadership Effectiveness: Role of Management Styles, Human Resource Development: Line managers, Task / Role Analysis, Job Specification.

UNIT- III: Human Resource Planning: Micro Level Scenario, Concepts, Process and Issues.

UNIT- IV: Employee Training: Objective and Significance, Training Needs Assessment (TNA), Training Policy, Evaluation of Training Programmes, Performance Appraisal – Traditional and Modern Tech.

UNIT- V: Comparative Study of Human Resources Development Practices, Public, Private and Corporate Systems Total Quality Management: Meaning and Significance, Quality of Work life.

CD-M.A. (PPM) - 302 - EMPLOYER-EMPLOYEE RELATIONS

UNIT-I: Employer – Employee Relations, Conceptual Frame Work, Union Management Perspectives – Public. Major events and International Issues. Theories of Public Employer and Employee Relations.

UNIT-II: Workers Participations in Management, Evolution, Structure and Process, Design and Dynamics of Participation forms, Strategies and planning for Implementing Participation.

UNIT-III: Regulatory Mechanism Guiding Industrial Relations, Employee conduct and Discipline, Suspensions, Dismissal and Retrenchment, Employs Grievances, Administrative Tribunal for Disciplinary Proceedings.

UNIT-IV: Grievance Procedure – Employees Associations and Unions – Right to Strike, Negotiating Machinery in UK & USA.

UNIT-V: Integrity in Administration, Control over Administration, Judicial control, Legislative Control and Citizen Control, Ombudsman of Sweden, Parliamentary commissioner of Britain, Procurator General and Lokpal and Lok Ayukta in India.

CD-M.A. (PPM) - 303: COMPENSATION ADMINISTRATION

UNIT-I: Employee's Remuneration: Concept, Its Importance and Significance, Employee, Consumer and Society.

Wage Concepts: Wage, Salary, Minimum Wage, Need based Minimum Wage, National Minimum Wage.

UNIT-II: Principles, Determinants and methods, Job evaluation methods and their role in wage determination in India, Principles of Equal Pay for equal work.

UNIT-III: Incentives: Wage and Non-Wage Incentives Types of Bonus such as Production Bonus, Calculation of Bonus under the Payment of Bonus Act 1965, Fringe benefits: Scope, extent.

UNIT- IV: Managerial Compensation Practices and Problems of managerial compensation, elements of managerial compensation, Impact of managerial compensation on plant performance appraisal.

UNIT-V: Superannuation schemes, age of superannuation, Pension, Provided fund, Gratuity and other retirement benefits. Pay commission, their composition, Functions and Role.

CD-M.A. (PPM) - 304: RESEARCH METHODS

UNIT-I: Scope, Functions and Importance of Social Science Research, types of Research – fundamental, Pure / theoretical, applied.

UNIT II: Objectivity in Social Science Research, Scientific Method, Case study, Survey Method.

UNIT-III: Identification of Research Problem, Hypothesis, Preparation of Research Design.

UNIT-IV: Methods of Data collection Primary Sources-Survey, Observation, Questionnaires, Interview, Secondary Sources of Data collection – Use of Library.

Unit -V: Sampling Techniques, Scales of Measurement, Analysis of Data, Report Writing.