



SHASTRI ACADEMY OF EXCELLENCE

SYLLABUS

DPM

Diploma in Personal Management

Eligibility : 12th

DURATION : 6 Months

- **Fundamental Of Management**
- **Human Resource Management**
- **Performance Management System**
- **Organisational Behaviour**
- **Industrial Relations & Labour Laws**
- **Project Work**

Detailed Syllabus

Unit-1 Fundamental Of Management:

Introduction to management, The Management Concept, Levels of Management, Management Tools, Understanding Time Management. The Problem-Solving Process, Effective management.

Unit-2 Human Resource Management:

Basics of Human Resource management, importance of human resource management, Functions of HRM, Objectives of human resource management, Skills and responsibilities of an HR manager, use of HRM Software. Human Resource analytics and Principles.

Unit -3 Performance Management System:

Definition of Performance management system, levels of performance management system, Performance plans, Analysis of performance, goal setting, performance review & Evaluation, Feedback & Coaching,

Unit- 4 Organisational Behaviour:

Understanding of Organizational Behaviour, Elements of Organizational Behaviour, Levels of Organizational Behaviour, Characteristics of Organisational Behaviour, Nature of Organisational Behaviour.

Unit- 5 Industrial Relations & Labour Laws:

About Industrial relations, concept of Industrial Relations, important causes and impacts of industrial disputes, role of trade unions, Labour Legislation, Development of Labour Laws in India, Industrial Disputes Act, Minimum Wages Act, Industrial Employment Act, Contract Labour (Regulation & Abolition) Act, Trade Union Act, Workmen's Compensation Act.