BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI-620 024.

MASTER OF HUMAN RESOURCE MANAGEMENT (SEMESTER SYSTEM)

(CENTRE FOR DISTANCE AND ONLINE EDUCATION)

COURSE STRUCTURE FOR DISTANCE EDUCATION

(For the candidates admitted from 2026-27 onwards)

Scheme of Examinations

S.No.	Semester	Course Code	Course Title	Credit	Exam Hours	Int Marks	Ext Marks	Total Marks
1	I	Core Course – I (CC)	Principles of Management	5	3 Hrs.	25	75	100
2	I	Core Course – II (CC)	Human Resource Management	5	3 Hrs.	25	75	100
3	I	Core Course – III (CC)	Communication Skills for Managers	5	3 Hrs.	25	75	100
4	I	Core Course – IV (CC)	Organizational Behaviour	5	3 Hrs.	25	75	100
5	I	Elective Course – I (EC)	Counseling and Guidance	3	3 Hrs.	25	75	100
			TOTAL	**23**				**500**
6	II	Core Course – V (CC)	Industrial Relations and Collective Bargaining	5	3 Hrs.	25	75	100
7	II	Core Course – VI (CC)	Human Resource Development	5	3 Hrs.	25	75	100
8	II	Core Course – VII (CC)	Managerial Economics	5	3 Hrs.	25	75	100
9	II	Core Course – VIII (CC)	Talent Management	5	3 Hrs.	25	75	100
10	II	Elective Course – II (EC)	Total Quality Management	3	3 Hrs.	25	75	100
11	II	Non Major Elective – I (NME)		2	3 Hrs.		75	100
			TOTAL	**25**				**600**

Sl.No.	Types of the Courses	No. of Courses	No. of Credits	Marks
1.	Core Courses	14	70	1400
2.	Elective Courses	3	9	300
3.	Project	1	7	100
4.	Non-Major Elective Courses	2	4	200
	Total	**20**	**90**	**2000**

M.A.- HUMAN RESOURCE MANAGEMENT					
I Semester					
Course Code	**Course Title**	**Credits**	**Hours**	**CIA**	**ESE**
	PRINCIPLES OF MANAGEMENT	**5**	**5**	**25**	**75**

Course Objectives

1. To make the students understand the various concepts of Management, Meaning and definition of Management.
2. To insist the students regarding the importance and various functions of Management.
3. To make the students familiar with the Management Principles and their Applications.

Course Outcome: At the end of the course the students may be able to

CO1	Manage conflicts effectively	L7
CO2	Create new management approach by using existing management principles	L6
CO3	Be responsible for their roles in business environment	L2
CO4	Effectively plan and organize programmes.	L4
CO5	Enable to tackle communication problems, Mobilize the efforts for developing interpersonal communication, Develop the new leadership style and Enable to work with groups.	L3
L1- Remembering L2- Understanding L3- Practice L4- Analysis L5- Synthesis L6- Creation L7- Evaluation		

PRINCIPLES OF MANAGEMENT

BLOCK –I (INTRODUCTION TO MANAGEMENT

UNIT-I

Definition-Management-Meaning, Definition, Three Uses of Management, Features of Management

UNIT-II

Administration Vs Management- Management Function and Process-

UNIT-III

Management Role and Skills-Historical Background of Management-Scientific Management

UNIT-IV

General Administrative Theories-Taylor, Fayol, Barnard, Herbert Simon, Peter Drucker

UNIT-V

Indian Management Thoughts- Current Trends and Issues

BLOCK-II (PLANNING & ORGANIZING)

UNIT-VI

Planning-Meaning, Definition, Importance, Characteristics, Process and Strategies

UNIT-VII

Decision Making-Definition, Process and Effective Decision Making-

UNIT-VIII

Organizing-Purpose, Organisational Structure

UNIT -IX

Departmentation -Need and Bases; Span of Control, Authority, Responsibility, Accountability,

UNIT-X

Delegation-Centralization and Decentralization

UNIT-XI

Organizational Communication- Process, Effective Communication, Interpersonal Communication-Barriers to Communication

BLOCK-III (DIRECTING AND CO-ORDINATING)

UNIT-XII

Meaning and Definition of Direction, Importance and Principles of Direction, Techniques of Direction,

UNIT-XIII

Meaning of Supervision, Functions of Supervisors,

UNIT-XIV

Meaning of Co-ordination, Elements and Features of Coordination, Importance of Co-ordination and Co-operation, Steps for Effective Co-ordination

UNIT-XV

Conflict- Meaning, Causes and Management of Conflicts.

BLOCK-IV(LEADING)

UNIT-XVI

Understanding individual, Group and Group Dynamics

UNIT -XVII

Leadership: Managing and Leading-

UNIT-XVIII

Leadership Theories, Leadership Styles

UNIT-XIX

Motivation and its importance.

BLOCK-V (CONTROLLING)

UNIT-XX

Control-Meaning, Definition, Functions

UNIT-XXI

Controlling Process-Controlling human element

UNIT XXII

Budget-Meaning-Zero Base Budgeting

UNIT-XXIII

Break -Even Analysis.

BooksforStudy

- Harold Koontz, Cyril O'Donnell(1972) Principles of Management: An Analysis ofManagerialFunctions,McGraw-Hill.
- Essentials of Managment11th Edition By Harold Koontz, Heinz Weihrich, Mark V.Cannice©2020Management:
- AGlobal,Innovative,andEntrepreneurialPerspective15thEditionByHeinzWeihrich, MarkV.Cannice,HaroldKoontz©2020|Published:September 18, 2019
- Management: A Global, Innovative, and Entrepreneurial Perspective15th EditionByHeinz Weihrich, Mark V. Cannice, Harold Koontz© 2020 | Published: September 18,2019.
- Prasad, L.M., (1995), Principles of Management, Sultan Chant & Sons 23, Daryaganj,NewDelhi–2.
- Rao, V.S.P., & Narayana, P.A., Management Concepts and Thoughts (1987), KonarkPublishersPvt.Ltd.13,Daryaganj,NewDelhi–2.
- Charles W L Hill, Steven L McShane, (2007), 'Principles of Management', McgrawHillEducation,SpecialIndianEdition.

BooksforReference

- Ashkenas,R.,Ulrich,D.Jick,T.,andKerr,S.,(1995),TheBoundarylessOrganization: Break ingtheChainsofOrganizational Structure,SanFrancisco:Jossey BassPublishers.
- AvinashKumarSrivastav,(2007),DifferentialClimateintheOrganization:AnEmpiricalStudyAcrossAgeGroups,OrganizationalBehaviour,TheICFAIUniversityPress, Hyderaba d,India.
- AvinashSmitaGupta,(2007),OrganizationalCommitmentandClimateforParticipation:A nEmpiricalStudyinPrivateandPublicSectors,OrganizationalBehaviour,TheICFAI Unive rsityPress,Hyderabad,India.
- Bhaskar Rao, Y.K., (2000), Role of HRD in present Day Business in Subba Rao., P.,(Ed.)2000,HumanResourceManagementintheNewMillennium,HimalayaPublishing House,NewDelhi.
- Karuppaiyan.S(2012),TrendsinHumanResourceManagement(Ed),IdealPublicationsHo use,Trichy.
- Devanesan.P, From Management Jungle‘to Strategic Human Resource ManagementSelectTheoreticalPerspectives.

M.A.- HUMAN RESOURCE MANAGEMENT					
I Semester					
Course Code	**Course Title**	**Credits**	**Hours**	**CIA**	**ESE**
	HUMAN RESOURCE MANAGEMENT	**5**	**5**	**25**	**75**

Course Objectives

1. To understand the definition and functions of HRM.
2. .To study the evolution, development , contemporary thoughts and models of HRM.
3. To know the dimensions, activities and career planning of HRM.

Course Outcome: At the end of the course the students may be able to

CO1	Learn the Basics of HRM, Difference between Personnel Management and Human Resource Management	L2
CO2	Learn and Understand the Philosophy, Principles and various theories of HRM, Understand the Models of HRM and Appraisal	L2
CO3	Identify and analyse the various strategies of HRM, Understand the Career Development and Opportunities of HRM	L4,L7
CO4	Understand the Transfer and Promotion systems of HRM	L2
CO5	Plan for career opportunities efficiently and effectively.	L6
L1- Remembering L2- Understanding L3- Practice L4- Analysis L5- Synthesis L6- Creation L7- Evaluation		

BLOCK -I (UNDERSTANDING HUMAN RESOURCE MANAGEMENT)

UNIT- I

HR- Meaning, Definition, Importance and Need

UNIT-II

HR Development- Meaning and dimensions, Department and its functions

UNIT-III

HRM: Meaning, Definition , Objectives, Principles, Scope and Functions

UNIT-IV

Areas of HR- Recruiting, Training, Development

UNIT-V

Appraisal-HR Accounting and Auditing HRM and PM-Similarities and Dissimilarities- HRM for Corporate Excellence

UNIT-VI

Components and Issues- Current Challenges of HRM

BLOCK-II (EVOLUTION AND DEVELOPMENT OF HRM)

UNIT-VII

Philosophy & Principles- Versions of HRM; Hard and Soft

UNIT-VIII

Evolution of HRM-Schools and stages

UNIT IX

Contemporary HRM Thoughts- Guest, Leggy, Hendry& Pettigrew, Purcell, Sisson, Storey

UNIT X

HRM in India- Before and after globalization

BLOCK -III (HRM MODELS AND CRITICAL APPRAISAL)

UNIT-XI

Models: The Michigan(Matching) School, The Harvard Framework and the Contributions of Walton

UNIT-XII

The Best Practice or Culture Model,The Contingency or Strategic HR Model

UNIT-XIII

McKinsey's framework, HRM-Critical appraisal

UNIT-XIV

Reservations, Contradictions and Reactions-Relevance and Challenges

UNIT-XV

Key HRM Activities-Organization, Employee Relationship, KM and Resourcing

BLOCK-IV (STRATEGIC HRM)

UNIT- XVI

Strategic HR-Meaning-Definition, Dimensions, Importance, Levels.

UNIT-XVII

Corporate Strategy- Meaning, Characteristics-Traditional HR- Implementation of Strategic HR

UNIT-XVIII

Strategic Planning- Meaning- Nature and Importance- Building Competitive Advantage

UNIT-XIX

Strategic Management- Meaning, Purpose, Vision and Mission, Process, Benefits and Dysfunctions.

BLOCK-V (HR CAREER MANAGEMENT)

UNIT-XX

HR Career Planning and Development-Traditional versus Career Development focus, Factors in Career Choices

UNIT-XXI

Career Cycle Stages-Occupational Orientations, Career Management Responsibilities

UNIT-XXII

Career need assessment, Career Opportunities, Plateauedemployees and Career Managers

UNIT-XXIII

Career Management Guidelines-Career Counseling and Mentoring, Managing Promotion and Transfers

UNIT- XXIV

Globalization and HRM- Future of HRM-Trends in Human Capital

Materials for Study

- ✓ Vikas Arora and Seema Arora(2011), HRM, Global Vision Publishing
- ✓ S.K.Bhatia(2011), HRM, Deepa and Deep Publications Pvt. Ltd.
- ✓ Aswathappa I (2015), HRM, McGraw Hill Education India(P) Ltd.
- ✓ Rober L Mathis John H.Jackson and ManoRanjan Tripathy (2012), HRM-South Asian Perspective, Cengage Learning India Pvt. Ltd.
- ✓ Neea Sharma(2014), HRM in 21st Century, Kumud Publications, New Delhi

- ✓ Ashly H.P Innington Rob Macklin, Tom Campbell(2007), Human Resource Management: Ethics and Employment, Oxford University Press ebook.
- ✓ Chris Roweley and Keith Jackson (2011) Routledge, London-ebook.
- ✓ Matthukutty M. Monippally(2019), Business Communication from Principles to Practice , McGraw Hill Education India Pvt. Ltd.,

Materials for References

- ✓ Avinash Kumar Srivastav(2008), Differential Climate in the Organization: An Empirical Study Across Age Groups, Organizational Behaviour, The ICFAI University Press, Hyderabad, India.
- ✓ Avinash Smita Gupta(2007), Organizational Commitment and Climate for Participation: An Empirical Study in Private and Public Sectors, Organizational Behaviour , The ICFAI University Press, Hyderabad, India,
- ✓ Edwin B. Flippo (1980), Personnel Management, McGraw-Hill.
- ✓ Subba Rao,P (Ed), 2000, Human Resource Management in the New Millennium, Himalaya Publishing House, New Delhi.
- ✓ Bhatia, S,K. 2005, International Human Resource Management: A Global Perspective, Deep and Deep Publications Pvt. Ltd., New Delhi
- ✓ BhatiaS.K. 2006, Human Resource Management: A Competitive Advantage, Deep and Deep Publications Pvt. Ltd. New Delhi

Journal

- ✓ South Asian Journal of Human Resources Management, 2017 onwards (Sage Publications, New Delhi)

M.A.- HUMAN RESOURCE MANAGEMENT					
I Semester					
Course Code	**Course Title**	**Credits**	**Hours**	**CIA**	**ESE**
	COMMUNICATION SKILLS FOR MANAGERS	**5**	**5**	**25**	**75**

Course Objectives

1. To make the students aware of the recent developments in communication
2. To make the students understand the meaning, definition, importance and functions of communication.

Course Outcome: At the end of the course the students may be able to

CO1	Understand and Apply Better Communicatin and Delivery System, Analyse and Report Properly	L2
CO2	Analyse and Report Properly	L4
CO3	Understand and Apply Technology in an effective manner , Appropriate Communication Skills for solving business and other related problems.	L2, L3
CO4	Able to speak, write, read and listen skills for taking most appropriate decisions.	L6
CO5	Understand and apply Technical Skills to handle grievances and find out the solutions easily, Understanding work culture	L2
CO6	The learners can use the communication technologies well in the existing system.	L5
L1- Remembering L2- Understanding L3- Practice L4- Analysis L5- Synthesis L6- Creation L7- Evaluation		

BLOCK -I (COMMUNICATION)

UNIT-I

Communication-Meaning-Definition-Function

UNIT-II

Process of Communication -Importance of Communication in Business

UNIT-III

Objectives of Communication-Media of Communication

UNIT-IV

Types of Communication-Barriers to Communication

UNIT-V

Principles of Communication.

BLOCK-II (BUSINESS LETTER)

UNIT-VI

Business Letter-Need, Functions

UNIT-VII

Kinds of Business Letter-Essential of an effective business letter-

UNIT-VII

The Language of a Business Letter

UNIT-VIII

Physical Appearance- Mechanical Structure of Business Letter-

UNIT-IX

Planning the letter.

BLOCK-III (FORMS OF LETTER)

UNIT-X

Forms of letter-Enquiries-Replies-Offers and Quotations

UNIT- XI

Orders-Execution of orders-Credit and Status Enquiries

UNIT-XII

Trade and Bank References-Making Status Enquiries-Replaying status enquiries-Trade and Bank References

UNIT-XIII

Making Status Enquiries-Replaying status enquiries

UNIT-XIV

Complaints and adjustments-collection letters-circular letters.

BLOCK-IV (REPORT WRITING)

UNIT-XV

Report Writing: Report-Importance of reports-

UNIT XVI

Types-Characteristics of a good report

UNIT XVII

Preparing a report-Report by Individuals-Report by Committees-Agenda and Minutes of a Meeting,

UNIT XVIII

Career Building- Today's Workplaces Understanding Yourself- Setting a Career Goal

UNIT XIX

Job Search-Preparing your Resume- Resume Formats

BLOCK V (FORMS OF COMMUNICATION, INTER-CULTURAL COMMUNICATION)

UNIT XX

Oral and other forms of communication- The telephone

UNIT XXI

Handling Complaints and grievances-Answering enquiries

UNIT XXII

Interviews-interview techniques-suggestions to ensure the success of a good speech-qualities of a good speaker-model speeches

UNIT XXIII

Wordprocessor-telex-fax-E-Mail-Tele-conferencing

UNIT XXIV

Intercultural communication-corporate culture

Books for Study

- Rajendra Paul & Korlahalli,J,S(2000), Essentials of Business Communication
- Meenakshi Raman& Prakash Sing.,(2015) Business Communication Oxford University Press, YMCA Library Building, I, Jai Sing Road, New Delhi-110 001.
- Sanjay Kumar & Pushp Lata, (2015) Communication Skills, Oxford University Press, YMCA Library Building, I, Jai Singh Road, New Delhi-110001.

Books for Reference

- Carlson,S.2004, Technology threaten colleges with extinction, expresidentwarns, Chronicle of Higer Education, Vol-51; Chronicle of Higher Education.
- Dahama O.P. and Bhatnagar O.P. 1985, Education and Communication for Development. Second Edition, Oxfordand I BHP Publishing Pvt. Ltd. New Delhi
- Everett M.Rosors, 1976, Communication and Development ,Sage Contemporary, Social Sciences Issues, New Delhi.
- Keval I. Kumar, 1981, Mass Communication in India, Jaico Publishing House, Bombay
- Pawan Kumarjha, 2005, Communication Technology in Higher Education, Rajat Publications, New Delhi.
- Gary Dessler (2019) , Fundamentals of Human Resources Management, Pearson India Education Services Pvt. Ltd.,
- Gary Dessler Biju Varkkey (2020), Human Resource Management, Pearson India Education Services Pvt. Ltd.
- Prasad L.M.(2019) Human Resource Management, Sultan Chand & Sons.

M.A.- HUMAN RESOURCE MANAGEMENT					
I Semester					
Course Code	**Course Title**	**Credits**	**Hours**	**CIA**	**ESE**
	ORGANISATIONAL BEHAVIOUR	**5**	**5**	**25**	**75**

Course Objectives

1. To understand fundamentals of Psychology for getting more in-depth knowledge on Human Psychology.
2. To prepare for practice in the flexibility and Adoptability.
3. To prepare for attending and clearing UGC-NET Examination.

Course Outcome: At the end of the course the students may be familiar with

CO1	Psychology of the people in the workplace. Learning to maintain effective Workplace climate.	L2
CO2	The Behavioural Determinants at workplace, the behaviour of the Organization.	L3
CO3	Understanding the stress and its management.	L2
CO4	Avoiding monotony and fatigue in the workplace.	L3
CO5	Modifying or Changing the workplace behaviour of the business.	L5
CO6	Working in team and groups.	L3
CO7	Understanding the importance, influence and processing of skills in work environment.	L2
CO8	Application of OB approaches according to their specific requirements. To meet the challenges in their companies.	L5
L1- Remembering L2- Understanding L3- Practice L4- Analysis L5- Synthesis L6- Creation L7- Evaluation		

BLOCK -I (BASIC BEHAVIOURAL CONCEPTS)

UNIT-I

Fundamentals of Psychology-Schools-Application and functions.

UNIT-II

Industrial psychology-Organizational Behaviour-Concept, meaning objectives, approaches, Models.

UNIT-III

Historical development of OB, Five anchors of Organisational Behaviour.

BLOCK-II (ORGANISATIONAL CLIMATE)

UNIT-IV

Organizational climate-Meaning, Importance,

UNIT-V

Determinants of Organizational Climate , Measurements

UNIT-VI

Historical Development of OB, Hawthorne Experiments

UNIT-VII

Global Scenario of OB.

BLOCK-III (ORGANIZATIONAL BEHAVIOURAL DETERMINANTS)

UNIT-VIII

Perception, Learning, Personality, Theories of Motivation

UNIT-IX

Social System: Culture, role, status

UNIT -X

Environmental and experiential influences

UNIT- XI

Organizational environment structure and theory; technology and people

UNIT- XII

Complexity and variability- Stress, fatigue, monotony.

BLOCK-IV (ORGANIZATIONAL BEHAVIOUR MODIFICATION)

UNIT-XIII

Behavioural Modification - Concept, Meaning and application, Importance of Behaviour Modification

UNIT-XIV

Motivating the workforce, Job Satisfaction and work behaviours

UNIT-XV

Work place motions, Values, Attitudes and Ethics

UNIT-XVI

Counseling-Conflict Management: Meaning, Types

UNIT-XVII

Resolution model, Coping with problem employees.

BLOCK -V (ORGANIZATIONAL DYNAMICS AND CHANGE)

UNIT-XVIII

Team-Types, Designs, Development, Cohesiveness

UNIT-XVIX

Team Building-Process, Types, Managing Team Process

UNIT-XX

Team Resource, Roles and Responsibilities, Self Identity, Team skills-

UNIT-XXI

Group working- Inter-personal relationship.

UNIT-XXII

Organizational Change: Concept, Objectives, Impact, Levels, Managing change

UNIT-XXIII

Organizational Effectiveness: Concept, Goal, Approaches, Factors and Managerial Effectiveness

UNIT-XXIV

Quality of Work Life-Concept, Factors, Importance and Approaches, Challenges of OB.

Materials for Study

- ✓ Fayyagz Ahmed, Nazir Ahmed, Javid Ahmed, Organisational Behaviour, Atlantic Publications & Distributors Ltd., New Delhi, 2008.
- ✓ John M. Jvancegch, RobertKonopaoke Michael, T.Makeson, Organisational Behaviour and Management, Tata McGrawHill Publications Company Limited, 2008.
- ✓ JohnB.Miner, Organisational Behaviour, Prentice Hall of India Pvt. Ltd., N.D.1 2007.
- ✓ Margie Parikhand Rajen Gupta, Organizational Behaviour, TataMcGraw Hill Education Private Limited, New Delhi, 2011.

Materials for References

- ✓ Freud Luthans, Organizational Behaviour, McGrawHill Publishers, 1985.
- ✓ Marquardt, M.L.and Engel, D.W., 1993, Global Human Resource Development, (EnglewoodCliffs, NJ:ProgresPublishers.
- ✓ Prasad L.M., Organizational Behaviour, Prentice Hall of India, 1988.
- ✓ UmaSekaran, Organisational Behaviour, TataMcGrawHill, 1986.
- ✓ RamatharGiri, Organisational Behaviour, Adhyayan Publications and Distributors, 4378/B 105 JMD House, Munani Lol Street, Ansari Road Danya Ganj, New Delhi-110002, 2007.
- ✓ S.S.Khanka, Organisational Behaviour Text and Cases, S.Chand & Company Ltd, Ram Nagar, New Delhi 2009.

M.A.- HUMAN RESOURCE MANAGEMENT					
I Semester (Elective Course)					
Course Code	**Course Title**	**Credits**	**Hours**	**CIA**	**ESE**
	COUNSELING AND GUIDANCE	**5**	**5**	**25**	**75**

Course Objectives

1. To teach the background, theories and goals of counselling.
2. To make the students to study the approaches, relationships and counselling in other settings.
3. To enhance professional preparation and provide Training for counselling.

Course Outcome: Upon the completion of the course the students would

CO1	Understand the factors influencing the Counseling and Guidance	L2
CO2	Know the various theories of Counselling	L1
CO3	Learn Present trends in Counseling	L1
CO4	Understand the various techniques of counseling	L2
CO5	Know various Interview Techniques	L7
CO6	Provide Counselling in different settings.	L5
L1- Remembering L2- Understanding L3- Practice L4- Analysis L5- Synthesis L6- Creation L7- Evaluation		

BLOCK -I (EMERGENCE AND GROWTH OF GUIDANCE AND COUNSELING)

UNIT-I

Concept of counseling-Types of Counseling

UNIT -II

Factors Contributing to the emergence of Counseling-

UNIT -III

Moral and Philosophical Issues-Economic changes and challenges-

UNIT-IV

Social Theories-Important periods in the development of counseling-The potential of man

UNIT-V

Career Guidance

BLOCK-II (DEVELOPMENTAL TASKS, A FEW THEORIES AND COUNSELING GOALS)

UNIT-VI

Development of the profession: Stages, Tasks-Adolescence

UNIT-VII

Erickson's Theory of Psychological Development

UNIT-VIII

Socio-Cultural Factors-Problems in the Indian Educatioal Context-
UNIT-IX

Expectations of different individuals

UNIT-X

Counseling Goals-Characteristics and Functions of a Counsellor.

BLOCK-III (APPROACHES TO COUNSELING)

UNIT- XI

The directive of authoritarian approach(psychoanalytic)-

UNIT-XII

Relevance of psychoanalysis to counseling

UNIT-XIII

Humanistic approach-Roger's Self Theory

UNIT-XIV

Development of Self-Concept-Eclectic Approach

UNIT-XV

The counseling process.

BLOCK-IV (COUNSELING INTERVIEW AND COUNSELING IN DIFFERENT SETTINGS)

UNIT-XVI

Counselee-Counselor Relationship-

UNIT-XVII

Interviewing techniques in counseling-Structuring the counseling relationship

UNIT-XVIII

Transference and Counter Transference-

UNIT-XIX

Counseling in different settings: Group, Educational, Vocational, Family

UNIT-XX

Organizational Counseling.

BLOCK-V (PROFESSIONAL PREPARATION AND TRAINING OF COUNSELING, DYNAMICS OF ADJUSTMENT AND COPING)

UNIT-XXI

Academic Preparation-Practical Skills-Referral-

UNIT-XXII

Ethical Standards-Legal Considerations-

UNIT-XXIII

Selection and Training of Counselors-Modern Trends in Counseling-

UNIT-XXIV

The status of the guidance and counseling movement in India.

UNIT-XXV

Psychological Treatment of serious maladjustment, Mental Health, Status of mental health in India.

Materials for Reading

- ✓ Antony D.John, 1994, Dynamics of Counseling, Nagercoil, Anugraha Publications
- ✓ Eggert A.Max, 1999, Perfect Counselling, UK, Random House Business Books
- ✓ Fuster J.M., 1964, Psychological Counseling in India, London, Macmillanand Co.,
- ✓ London Jennie and Lindon Lance, 2000, Mastering Counseling Skills, London.
- ✓ Narayana Rao, 2003, Counseling and Guidance, New Delhi, Tata McGraw Hill.
- ✓ PattersonC.H.,1996, Theories of Counseling and Psychotherapy, New York, Harper&Row
- ✓ Prasantham, B.J.,1987, Therapeutic Counseling, Vellore, Christian Counseling Centre.
- ✓ Rimm C.David& MastersC.John, 1974, Behaviour Therapy, New York, Academic Press
- ✓ Ram Nath Sharma, Rachana Sharma(2013), Guidance and Counselling in Inida, Atlantic Publishers.