**BCH-309 Human Resource Management 3 (3+0)**

Human Resource Management means “Managing the people of any organization.” Human Resource Management is an interesting subject and enjoys a lot of importance in practical life. Human Resource Management is basically a part of Management Sciences. The following are the objectives of Human Resource Management:-

• To Attract Good People For Your Organization

• To Develop People For Your Organization

• To Motivate People For Your Organization

• To Retain Talented People For Your Organization

The overall objective of Human Resource Management is to ensure that the organization is able to achieve success through people.

*Contents*

1. Introduction to Human Resource Management, Components of HRM, Purpose of HRM, Importance of HRM, Human Resource Management – What & Why,
2. HRM advantages for organization, employees and society, Challenges of managing Human Resource
3. Model of Human Resource Management, HRM and Management, Management & Leadership, Organization of Human Resource Management
4. The Personnel Function, Terminology, Who does Personnel work?. Staff role of the personnel department
5. Personnel (Human Resource), Functions Job Design and Analysis
6. Job Design, Job description, job specification, Job Information & Personnel Management, Analyzing Jobs-Obtaining & Job Information
7. Functional Job Analysis
8. Administration of the Job Analysis Program
9. Human Resource Planning, Reasons for Human Resource Planning
10. The Planning Process, Employment planning, Forecasting
11. Labor market considerations
12. Recruitment and Selection Policy Issues
13. The Employment Process, Sources of People
14. Hiring Process Steps, The Selection Process, The Selection Procedure, Recruitment & Selections/ Testing & Interview, Constraints on Recruitment Efforts.
15. Training and development, Measuring performance and Employee Development, Performance Appraisal, Performance Feedback, Analyzing Training Need, Conducting Training Programs, Evaluating Program Effectiveness, Career Counseling and Development
16. Testing: Interview, Union & Management, Compensation administration, Health & Safety
17. Maintaining Effective Employee Management Relations, Motivation, Anticipating and Coping with Change

*Recommended Books*

1. *Decenzo, David A. & Robbins, S.P. (1996) Human Resource Management. John Wiley.*
2. *Flppo E D, Principles of Personnel Management McGraw-Hill*

*Suggested Books*

1. *Keith Davis, Human Resource Management*
2. *Bernardin H J, Human Resource Management McGraw Hill 1990*