

Department of Public Administration & HRM
Kakatiya University, Warangal

B.A Human Resource Management
II YEAR

SEMESTER – III

PAPER-III: HUMAN RESOURCE MANAGEMENT

Unit – 1: Introduction

- i. Meaning and Importance of Human Resource Management
- ii. Personnel Management and Human Resource Management functions
- iii. Human Resource Practices: Contemporary Challenges

Unit –2:. Human Resources Planning

- i. Importance of Human Resource Planning
- ii. Process of Human Resource Planning
- iii. Human Resource Planning in India

Unit –3: Recruitment & Selection

- i. Importance of Recruitment and Types of Recruitment
- ii. Recruitment principles, Methods and Selection Process
- iii. Managing Career, Career Planning

Unit – 4: Training & Development

- i. Importance of Training
- ii. Types and Methods of Training
- iii. Planning and implementation of training programmes

Unit – 5: Strategic Human Resource

- i. Importance of Strategic Human Resource
- ii. Technology Upgradation – Multi skilling
- iii. HR Account and HR Auditing

Suggested Readings:

1. Seema Sanghi, Human Resource Management, McMillan, Delhi, 2011.
2. Subba Rao P., Essentials of Human Resource Management and Industrial Relations, Himalaya Publishing, Mumbai.
3. V.S.P.Rao, Human Resource Management : Text & Cases, Excel Books, Delhi.
4. Dr.Rao, P.L., Comprehensive HRM, Excel Pub. New Delhi.
5. Venkatratnam C.S. and Srivastava, V.K., Personnel Management and HRM, Tata McGraw Hill Co.Ltd., New Delhi.