

# UNIVERSITY OF KARACHI

## HUMAN RESOURCE MANAGEMENT

BBA – VI (Hons.)

**Course Title:**HUMAN RESOURCE MANAGEMENT

**Course Number :**BA (H) – 552

**Credit Hours :** 03

### **Objective**

How well an organization obtains, maintains and retains its human resource is a major determinant of its success or failure. This course explains how proactive managers and human resource professionals share their dual responsibility for continuously improving the human contribution to organizations, in ways that are strategically, socially, legally and ethically acceptable.

### **Course Contents**

1. 1.1 Evolution and Development of HRM  
1.2 Meaning and Significance of HRM
2. 2.1 Difference Between Personnel Management and HRM  
2.2 HRM vs. HRD  
2.3 Strategic Role of Human Resource Management  
2.4 Approaches to HRM  
2.5 Models of HRM
3. 3.1 Human Resource Planning  
3.2 Job Design and Analysis  
3.3 Recruitment and Selection  
3.4 Orientation
4. 4.1 Career Planning and Development  
4.2 Training and Development  
4.3 Performance Appraisal  
4.4 Compensation Management and Employee Relation  
4.5 Motivation and Reward System
5. 5.1 Employee Health and Safety  
5.2 Employee Relations Management

6. 6.1 Employees Grievances
- 6.2 Disciplinary Rules

### **Recommended Books**

1. Bernardin and Russell, Human Resource Management, McGraw Hill, 2001, (2nd Edition).
2. Dessler Gary, Human Resource Management, Pearson Education, (Edition 2003).
3. Dowling Peter, Welch Denice E. and Schuler Randall S., International Human Resource Management, Managing People in a Multinational Enlist, International Thomason Publishing, Canada, 1998.
4. Foot Margaret and Carolina Hook, Introducing Human Resource Management, Longman Publishing, London, 1997.
5. Graham, Hollinshead and Mike Leat, Human Resource Management, Pitman Publishing, Great Britain, 1995.
6. Milkovich and Boudreen, Personnel / Human Resource Management, BPI Irwin Publishing, 1998, Illinois, USA.
7. Werther William B. and Davis Keith, Human Resource and Personnel Management, McGraw Hill, 2003.