

HUMAN RESOURCE MANAGEMENT

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PREFACE

The book is on the topic “**Human Resource Management**”. The Book provides an opportunity to the faculties, Research Scholars and students to demonstrate application of their knowledge, skills and competencies required during the teaching session. Competing books are focused on the academic part of HRM, which is necessary in a university or college setting. However, the goal with this book is not only to provide the necessary academic background information but also to present the material with a practitioner’s focus on both large and small businesses. While the writing style is clear and focused, we don’t feel jargon and ten-dollar words are necessary to making a good textbook. Clear and concise language makes the book interesting and understandable (not to mention more fun to read) to the future HRM professional and manager alike.

It is highly likely that anyone in business will have to take on an HRM role at some point in their careers. For example, should you decide to start your own business, many of the topics discussed will apply to your business. This is the goal of this book; it is useful enough for the HRM professional, but the information presented is also applicable to managers, supervisors, and entrepreneurs. The originators may be from a specialized foundation and may need the nitty-gritty of running the commerce. The initial stages or indeed for that matter within the last-mentioned stages of the new businesses need the back of guides and supporting foundation at that point may discover it a challenge to succeed. The unforeseen occasions as Covid 19 may obstruct the development of new businesses and affect their income era.

 Author(s)

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Lastly, I would also like to thank my **Friends, Family** and **Relatives** for their help in the book completion.

Thanking You

 **Dr. Priyanka Rai**

HUMAN RESOURCE MANAGEMENT

BASIC CONCEPTS OF HUMAN RESOURCE MANAGEMENT	
Chapter 1	Human Resource Management: Concept, Characteristics and Significance of Human Resource Management, Scope and Functions of Human Resource Management, Challenges and Tasks of HRM.
Chapter 2	Advancement in Human Resource Management: Role and Competencies of Human Resource Manager, Changing Environment of Human Resource Management - Globalization, Technological Advances in HRM, Cultural Environment in HRM.
Chapter 3	Personnel Management: Concept, Nature Scope and significance of personnel Management, Workforce Diversity IN HRM, Corporate Downsizing I in HRM, Modern Perspectives of Personnel Management, Approaches to managing personnel, Differences Between Personnel Management and Human Resource Management (HRM).
Chapter 4	Strategic Human Resource Management: Concept, Nature and Process of Strategic Management, HRM Strategies, Human Resource based competitive advantages, TAQ, BPR.
ACQUISITION OF HUMAN RESOURCE	
Chapter 5	Human Resource Planning: Nature, Importance and Process of Human Resource Planning, HR Analysis, Qualitative aspects of HRP, Difficulties in

	HRP. Human Resource utilisation, Human Resource Accounting.
Chapter 6	Job Analysis and Design: Concept and uses of Job Analysis, Approaches and Techniques of Job Design- Job Rotation, Job Enrichment and Job Enlargement, Job Description, job specifications, Recent Developments in Job Analysis and Design.
Chapter 7	Recruitment and Selection: Concept, Sources and Recent Trends in Recruitment, e-Recruitment, Recruitment Procedure, Selection – Concept and Process, Types of interviews in selection process, Placement and Induction.
Chapter 8	Job Changes In HRM: Transfer, Promotion and Separation - Transfer, Promotion, Demotion, Separation, Voluntary Retirement Scheme.
TRAINING AND DEVELOPMENT	
Chapter 9	Training Management: Concept, Nature and Rationale of Training, Significance, Types and Methods of Training, Identifying Training Needs, Designing Training Programmes, Methods of Training, Evaluating Training Effectiveness;
Chapter 10	Development Management: Concept, Need and Nature of Management Development, On the Job Methods, Off the Job Methods, Simulation Methods, Transactional Analysis, Organisational Development and Techniques of Organisational Development.

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