

HUMAN RESOURCE MANAGEMENT

Objective : To provide knowledge about the tools and techniques in the management of Human Resource.

Unit - I

Concepts of HRM, HRD and HRM in health care services, Manpower planning, Job analysis, Job specification

Unit - II

Recruitment and selection, placement, Job enrichment, job rotation

Unit - III

Training and Development Methods of training - Training need, Training programme designing . Evaluation of training, Performance appraisal.

Unit - IV

Wage and salary administration, Motivation of hospital employees, employees welfare occupational safety. Collective bargaining, counseling, participative management, Medical insurance.

Unit V

Discipline and Disciplinary Action.

Text Books :-

S.No	AUTHOR	TITLE	PUBLICATION
1.	H.L.Kumar	Labour Problems And Remedies	Universal Law
2.	H.Kumar	What Everbody Should Know About Labour Laws	Universal Law Publishing Co. Pvt. Ltd

Reference Books

1.	Frank Ruchill	Management Human Resource Management	
2.	R.C.Goyal	Human Resource Management In Hospitals(3 rd Ed)	Prentice Hall Of India Private Limited
3.	Edwin B.Flippo	Personnel Management	Tata MC Graw
4.	G.D.Kunders, S.Gopinath A.Katakam	Hospitals – Planning Design And Management	Tata MC Graw Hill Publishing Co Ltd.
5.	H.L.Kumar	Practical Guide To Labour Management	3 rd Edition Universal Publication Universal Law
6.	H.L.Kumar	Law Relating To Dismissel Discharge And Retrenchment Under Labour Laws	Universal Publishing Co.Pvt.Ltd