

COURSE TITLE: HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

PROGRAM: MA SOCIAL WORK

COURSE CODE: SW-613

CREDIT HOURS: 03 CREDIT HOURS

COURSE OBJECTIVES

- I. The course is designed to impart knowledge about meaning, scope and objectives of Human resources management/development.
- II. To help students understanding the ways and means of identifying and utilization of physical resources.
- III. To help the students to understand the problems and involvement in Development Programme.
- IV. To help the student to understand the importance and techniques of financial resource mobilization.

COURSE CONTENTS AND CHAPTERIZATION

1. THE HUMAN RESOURCE FRAMWORKS

The definition and meaning of Human Resource Management and Development
The purpose and objectives of Human Resource Management
Key Human Resource Management activities

2. JOB ANALYSIS AND DESIGN

Job Analysis
Application of Job Analysis information
An overview of Job Design

3. HUMAN RESOURCE PLANNING

The demand for Human Resources
The supply for Human Resources

4. RECRUITMENT

Meaning of Recruitment
Channels of Recruitment
Internal channels
External channels

5. SELECTION

An overview of Selection
Steps of Selection Process

6. ORIENTATION, PLACEMENT AND SEPARATION

Orientation program
Employee placement

Separations

7. TRAINING AND DEVELOPMENT

Meaning of Training and Development

Steps of Training and Development

Approaches and Training and Development

8. PERFORMANCE APPRAISAL

Elements of Performance Appraisal

Challenges in Performance Appraisal

9. COMPENSATION MANAGEMENT

Meaning and objective of Compensation Management

An overview of types of Compensation

Wages and salaries

Incentives and Gain-sharing

Benefits and Services

Security, Safety and Health

10. ORGANIZATIONAL PROCESSES INVOLVED IN HUMAN RESOURCE DEVELOPMENT

Motivation, Power and Authority, Leadership, Communication, Conflict, Decision Making

Importance of human resource management in national development at in community development

Techniques of human resource management in Social Welfare Institutions

11. FINANCIAL RESOURCE MOBILIZATION

BOOKS RECOMMENDED

1. William, W.B. and Davis, K., (2006). Human Resources and Personnel Management. McGraw-Hill, Inc. New York.
2. Ahuja, K.K. (1993). Management and Organization. Delhi: CBS Publishers and Distributors.
3. Amitai Etzioni(latest ed.). Modern Organization. Engleweed, Cliff New Jersey.
4. Argyris Chris (1972). The Applicability of Organizational Sociology. Cambridge.
5. Blau, M. Peter (1974). Formal Organizations. John Wiley and Sons.
6. Charles Peru(latest ed.). Organizational Analysis: A Sociological Perspective. Belmont: Cliff Wardworth Publishing Co. Inc.
7. Davis, Newstrom (1992). Organizational Behaviour: Human Behavior at Work. New York: MacGraw-Hill, Inc.
8. Hodson, Randy (1990). The Social Organization of Work. Belmont: Wordsworth Publications.

9. Lynton R.P. and U. Pareek (1978). Training for Development. New Dehli, Kumaria Press.
10. Peterson R.B. and I. Tracy (1979). Systematic Management of Human Resource. U.K.: Adison-Wosty Pub. Co.
11. Richard H. Hall (latest ed.). Organizations: structure and processes, Prentice Hall.
12. Umalele, J. (1979). The Design of Rural Development: Lessons from Africa. USA: World Bank Publications.
13. Weihrich and Koontz (1993). Management: A Global Perspective (10th ed.). New York: MacGraw-Hill, Inc.
14. Werther, William B. and Davis K. (1993). Human Resources and Personnel Management (4th ed.), New York: Macgraw-Hill, Inc.
15. Seven Good Habits of highly Effective People by Steve.
16. J. Smith, Michael, Programme Evaluation in the Human Services, Springer Series on Social Work, New York: Springer Publishing Company, 1990.
17. Adamantia Pollis & Peter Schwab: Human Rights New perspectives, New Realities Viva Books Private Limited, New Delhi, 2002.
18. Judith A. Lewis, Michael D. Lewis, et.al. Management of Human Service Programs (3rd Edition) Wadsworth/Thomson Learning 10 Davis Drive Belmont, Australia, 2001.
19. Barbara Schram Botty Reid Mandell, Human Services (Third Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
20. Joseph J. Mehr, Human Services (7th Edition), Allyn & Bacon A. Viacom Company 160 Gould Street Needham heights, MA 02194
21. Shahidur. R. Khandker: Fighting Poverty with Micro Credit (1999)