

KARACHI UNIVERSITY BUSINESS SCHOOL

UNIVERSITY OF KARACHI

Affiliated Colleges

MBA – II	
Course Title	: Human Resource Management
Course Number	: BA (M) – 532
Credit Hours	: 03

(Academic Council)

1. Overview of Human Resource Management

2. Introduction of Human resource Management

- i. Definition of HRM
- ii. Is of Management
- iii. Environment of HRM

- a) Internal
- b) External – National
- c) International

3. Process of Human resource Management

4. Function of Human Resource Management

- i. Procurement (recruitment and selection)
- ii. Development of Personnel (Training)
- iii. Maintenance of Personnel (Wages, salary, benefits, etc)
- iv. Utilization of H. Resource

5. H. Resource Development (HRD)

- i. Determining Training Needs
- ii. Development of Appropriate Training Programs
- iii. Organizing and conducting Training program
- iv. Evaluation of Training Program

6. Hr. Planning, Job Analysis, Job Distributions

7. Evaluation of HRM Activities

Recommended Books:

1. **Text Book:** Human Resource management by keilt Davis
2. **Reference Book** The Management of people at work by Becch Dale
3. Dessier, Human Resource Management, Prentice-Hall, 1999
4. William B, "Personnel Management and Human Behavior", McGraw Hill, Latest
5. Edwin B, "Principles of Management, McGraw Hill o. Latest Edition
6. Dale S. "Personnel: The Management of People at Work", Macmillan publishing Edition
7. Michael A. "Handbook of Personnel, Management Practice", Kogan, 1997

