
Book Review

Title : Human Resource Management , 13th thoroughly revised edition.
Author : Dr. C.B. Gupta
Publisher : Sultan Chand & Sons, Educational Publishers, New Delhi
Reviewed by : Teena Singh*

It is said that turbulent times are a breeding ground for creative solutions and positive transformation. Same can be said for the role of HR in organizations after recession. Gone are the days of HR function playing a second fiddle to other functional lines in business firms! The traditional HR department has paved way for an evolved, agile and highly specialized function which is playing a significant role in accomplishment of the strategic mission of an organization. The role of HR currently has become more strategic and is contributing towards realization of its true purpose i.e. to guide and direct the business in the most promising way through its people.

The book under review provides a comprehensive and balanced coverage of the ever changing role of HR to the management students. The author has addressed many contemporary issues in the thirteenth edition of the book such as Strategic HRM, Systems Approach to HRM, Competency Mapping, Human Engineering, Work-life Balance, Out Placement, Stay Interview, Moonlighting, Six Sigma, Autonomous Work Groups, HR Score Card, HR Value Chain, Stress and Burnout, HRM during Economic Downturn, Quality of Work Life, Benchmarking, Human Capital, Mentoring, BPR, 360 Degree appraisal, TPO, Exit Policy, Sexual Harassment, Workforce Diversity, Downsizing and VRS, HRM in Knowledge Industry, International HRM, E- Learning and HR Ethics.

The book, divided into 8 parts, provides uniformly well balanced analysis on all topics covered in these sections.

Part I: Introduction to Human Resource Management

This section deals with the conceptual foundations of the subject namely, nature and scope of HRM, the

concepts of organization and strategic Human Resource Management as well as Human Resource Policies.

Part II: Acquiring Human Resources

Part two provides an insight into the areas of Human Resources Planning, Job Analysis & Job design, Recruitment & Selection, Placement, Induction & Socialization.

Part III: Developing Human Resources

This section focuses on Employee training, Executive Development, Career Planning & development, Human Resource Development and Employee Empowerment.

Part IV: Managing Performance and Compensation

This part provides the frameworks of Performance Appraisal, Job evaluation, Wage & Salary Administration and Incentive Compensation.

Part V: Maintaining and Retaining Human Resources

This section deals with the various issues on job environment related to employees' Maintenance and Retention, Job Changes, Transfers, Promotions and Separations, Absenteeism & Labour Turnover, Employee Health & Safety, Employee Welfare (Employee Benefits), Social Security, Work Environment, Discipline and Grievance.

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Part VI : Integrating Human Resources

Part five presents a comprehensive analysis on Industrial Relations & Industrial Disputes, Trade unions, Collective Bargaining, Workers' Participation in Management, Morale, Job Satisfaction, Human Relations, Quality of Work Life and Management of Stress and Burnout.

Part VII : Human Resource Control

This section addresses the administrative and regulatory issues on Human Resource management such as Human Resource records, research & Audit, Human Resource Accounting and Information System.

Part VIII : Emerging Horizons in Human Resource Management

The last part is illustrative and provides narration of the Human Resource Management of Virtual Organizations, International Human Resource Management and Human Resource Management in a changing Environment.

The book follows a systematic pattern for building up the better understanding of concepts. Each chapter begins with an opening paragraph explaining the purpose of the concept and then it progresses with development of the concept followed by explanatory notes on application.

While planning the book, the author has kept in mind the diverse users. Simple language, visuals such as Diagrams and Figures, Vignettes from the industry, the questions on concepts and application, summary of the chapter followed by the case study at the end of each chapter will be appreciated by Students, Teachers and Practitioners of Human Resource Management alike.

Another distinct and useful feature of the book is the appendix where the author has added the syllabi of many universities. This will help the teachers in planning their own teaching curriculum on the basis of the best syllabi provided there. The end term examination papers in the appendix will be useful for students to assess their learning levels compared to other universities.

Yet the book could have included the short and objective types of questions so that students could be able to test their learning instantly even when they are reading the book. A section on the emerging area of Employee engagement would have been appreciated by all.