

This Text Book is useful for Savitribai Phule Pune University and other Universities as well as Competitive Exams.

Elements of Human Resource Management (301)

S.Y.B.B.A. (IB) (Sem. - III)

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Preface

It is a matter of great pleasure for us to present this book to our esteemed readers. This book has been designed as standard text on 'Elements of Human Resource Management' (301) for S.Y.B.B.A. (IB) (Sem. - III).

This book comprehensively covers the entire syllabus of S.Y.B.B.A. (IB) (Elements of Human Resource Management (301)) Course of Savitribai Phule Pune University effective from 2020 onwards. It has been written to meet the requirements of students of S.Y.B.B.A. (IB). Some of the special features of the book are as follows:

- 1. Full coverage of the revised syllabus of S.Y.B.B.A. (IB) (Elements of Human Resource Management).*
- 2. Chapter outline at the beginning of each chapter to give a bird's eye view of the topics covered in the chapter.*
- 3. Point wise explanation of each topic in the chapter.*
- 4. Topics are logically arranged in numbered paragraphs exactly according to the modified syllabus.*
- 5. Proposed questions at the end of each chapter.*
- 6. Extensive use of diagrams, tables and various forms to give visual view of key concepts and techniques.*
- 7. Conversational, lucid and simple language.*

Every effort has been made to provide the readers with most up-to-date and authentic material on the subject.

We are very grateful to our publisher Mrs. and Mr. Rajesh Patne who have rendered all possible assistance in bringing out this book. We wish to acknowledge our deep gratitude to staff that has assisted and helped us in preparing this book. We will consider our efforts amply rewarded in case the book proves useful to the students and teachers of the subject.

Suggestions of readers are welcome and shall be acknowledged with gratitude.

With best wishes.

Syllabus

S.Y.B.B.A. (IB) (Sem. - III)

Elements of Human Resource Management (301)

Unit No.	Topic
1	Introduction to Human Resource Management (HRM) <ul style="list-style-type: none">• Introduction,• Development of HRM,• Concept of Human Resource Development (HRD) &HRM, Importance of Human Resource Management.• Functions of Human Resource Management.• Role of HR Manager,• Structure of HRM Department,• Duties and Responsibilities of HR-Manager
2	Manpower Planning And Recruitment and selection <ul style="list-style-type: none">• Definition and objectives,• Need, Importance of Human Resource Planning: Short term and Long term,• Process of Human Resource Planning.• Concept of Recruitment,• Importance of Recruitment,• Sources of Recruitment.• Concept of Selection,• Importance of selection,• Selection Tests and Types of Interviews• Facing Interviews• Basis of Selection, Induction
3	Training and Development and Performance Appraisal <ul style="list-style-type: none">• Definition of Training and Development,• Methods & Types of Training,• Objectives and Importance of Training,• Training Methods,• Evaluation of Training Programme,• Models of Evaluation,• Cross-Cultural Training,

	<ul style="list-style-type: none"> • Concept of Management Development, • Concept of Performance Appraisal, Importance of Performance Appraisal, • Methods of Performance Appraisal, • Errors of Appraisal. • Merit Rating: Need, and Methods, Job Evaluation, Job Description, Movement of human resources within organisation (Promotion, Transfer, Job Enlargement, Job Enrichment, Job rotation, Job Sharing.)
4	<p>Trends in HRM</p> <ul style="list-style-type: none"> • Changes in Labour Force, composition, knowledge workers, Employee Engagement and empowerment, • HRM challenges- • Strategic issues in merges & acquisitions -Downsizing, Reengineering, outsourcing, • Current trends -TQM, Global Workforce, Multiculturalism and Cultural Sensitivity.

INDEX

S.Y.B.B.A. (IB) (Sem. - III)

Elements of Human Resource Management (301)

Unit	Topic	Page No.
1	Introduction to Human Resource Management (HRM)	1.1 to 1.30
	1.1 Development of HRM 1.2 Human Resource Development (HRD) 1.3 Human Resource Management (HRM) 1.4 Functions of HRM 1.5 Structure of HRM Department 1.6 Role of HR Manager 1.7 Duties & Responsibilities of HR-Manager	
2	Manpower Planning and Recruitment and Selection	2.1 to 2.31
	2.1 Human Resource Planning 2.2 Process of Human Resource Planning 2.3 Recruitment 2.4 Selection 2.5 Interviews 2.6 Induction	
3	Training and Development and Performance Appraisal	3.1 to 3.64
	3.1 Training 3.2 Evaluation of Training Programme 3.3 Cross- Cultural Training 3.4 Concept of Management Development 3.5 Performance Appraisal 3.6 Merit Rating 3.7 Job Evaluation	

	3.8 Job Description 3.9 Movement of Human Resources within Organisation	
4	Trends in HRM	4.1 to 4.33
	4.1 Changes in Labour Force 4.2 HRM Challenges 4.3 Strategic issues in mergers and acquisitions 4.4 Current Trends	

Savitribai Phule Pune University
Question Paper Pattern (2019) for SY BBA (IB)
University Examination
Sub: Elements of Human Resource Management
Course Code - 301

Q. No	Compulsory /Choice	Name of the Question	Marks	Total Marks
1.	Compulsory Question	Objective Type Question Multiple Choice Questions	5	20 marks
		Match the Pairs	5	
		Answer in one sentence	5	
		Fill in the blanks	5	
2.	Solve any 3 out of 5	Long Answer Question	3*10 Marks	30 Marks
3.	Solve any 4 out of 6	Short Notes	4*5 Marks	20 Marks
	Total			70 Marks