

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

Principles of Human Resource Management

(GC - 301)
S.Y.B.B.A. (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 'Principles of Human Resource Management' for S.Y.B.B.A. (Sem. - III).

This book comprehensively covers the entire syllabus of S.Y.B.B.A ('Principles of Human Resource Management') 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. Some of the special features of the book are as follows:

- 1. Full coverage of the revised syllabus of S.Y.B.B.A. ('Principles 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 who have 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.

By Authors

Syllabus

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

Principles of Human Resource Management (GC - 301)

Unit	Topic
1	Introduction to HRM Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM, Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager, Difference between HRM & Personnel Management, Challenges before HRM
2	Job Analysis & Planning for Human Resources Job Analysis- Meaning, Definition, Objectives, Benefits, Methods, Job Analysis Components- Job Description, Job Specification, Job Evaluation Human Resource Planning(HRP)- Meaning, Definition, Objectives, Process, Factors Influencing the Estimation of Human Resource in Organisation, Advantages & Limitations/Barriers of HRP. Caselets on Job Analysis & Human Resource Planning
3	Career Planning , Employee Morale & Job Satisfaction Career Planning- Meaning, Definition, Objectives, Process, Benefits and Stages. Employee Morale & Job Satisfaction- Employee Morale- Meaning, Definition, causes of low Morale, Job Satisfaction- Meaning, Definition, Factors contributing to Job Satisfaction, Measures to increase Job Satisfaction, Advantages of Job Satisfaction Caselets on Career Planning, Employee Morale & Job Satisfaction
4	HRM in Changing Environment & Trends in HRM Work force Diversity, Technological Changes & HRM, International HRM, E-Human Resource Management, Human Resource Information System (HRIS), HRM in Virtual Organisations, Work from Home, Out-Sourcing, Changing Role of HRM.

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