

# MEANING OF HUMAN RESOURCE MANAGEMENT: -

Human resource+management meaning of human resource management human resource referred to the knowledge education skills training and ability of the member of the organization human resource are the most valuable and unique assets of an organization are the greatest assets for any organization all other resources get connected through men to make them deliver the need to be properly selected properly

Trend properly motivated meaning of human resource management HRM is department of a business organization that looks after the hiring management and firing of staff HRM focuses on the function of people with in the business ensuring best work practices are in place at all times human resource management is the process of recruiting selecting inducting employees providing orientation imparting training and development. Apprising the performance of employees dedicating compensation and providing benefits motivating employees maintaining proper relation with employees and their trade. Unions insuring employee's safety welfare and health measures in compliance with labour law of the land and finally following the orders / judgement of the concern High court and supreme court if any according to desslar

Meaning of human resource management HRM is the process of acquiring training apprising and compensating employs and attending to their labour relations health safety and fairness concern why do we call it as human resource management Human - refer to the skilled work force in an organization

Resource-refer to limited availability or source

Management-refers how to optimize and make best use of such limited or scars resource so as to meet the organization goals and objectives

Great quotations on human resource

You must treat your employees with respect and dignity in the most automated factory in the world. You need the power of human mind. That is what brings in innovation if you want high quality minds to work for you then you must protect the respect and dignity- Mr. N.R Narayan Murthy chairman Emeriates Infosys limited.

Our progress as a nation can be no Swift then our progress in education. The human mind is a fundamental resource. John F.

Kemedy (35th president of the United States)

## **EVOLUTION OF HUMAN RESOURCE**

### **MANAGEMENT: -**

Evolution is the useful study of Human Resource Management. HRM, is a relatively new term, emerged during 1970s. Many people continue to refer the discipline by its older, more traditional titles, such as personnel management or personnel administration.

The trend is changing. The term nowadays used in industry circles is human resource management.

Coming to the evolution of HRM as a subject, it may be started that concern for the welfare of workers in the management of the business enterprise has been in existence since ages. Kautilya's Arthashastra states that there existed a sound base for systematic management as early as the 4<sup>th</sup> BC. The government then took an active interest in the operation of public and private sector enterprises and provide systematic procedures for regulating employer-employee relationships.

Elsewhere human resource management in organizations received managements' attention much earlier. As early as in 1800 BC itself, 'Minimum Wage Rate' and 'Incentive Wage Plan' were included in Babylonian code of Hammurabi.

Experts of HRM in our country have tried to chronicle the growth of the subject only since 1920s. This was the period when state intervention to protect the interests of the worker was felt necessary because of the difficult condition which followed the first world war, and the emergence of trade unions. The royal commission (1931) recommended the appointment of labourwelfare officers to deal with the selection of workers and to settle their grievances. The Factories Act, 1948, made appointment of welfare officers compulsory in industrial establishments employing 500 or more workers each.

In course of, two professional bodies, Indian Institute of Personnel Management (IIPM) and National Institute of Labour Management (NILM), were setup.

IIPM was had its headquarters at Kolkata and NILM had its headquarters at Mumbai. These two cities are the major center of traditional industry (Jute and Cotton respectively) in pre independent India.

The aftermath of second world war and country's political independence witnessed increased awareness and expectations of the workers. During the 1960s, the personnel function began to expand beyond the welfare aspect, with labor welfare, IR and personnel administration integrating into the emerging profession called personnel management (PM). Simultaneously, the massive thrust given to heavy industry in the context of planned economic development, particularly since the Second-Five-Year plan and the accelerated growth of public sector in the national economy resulted in a shift in focus toward professionalization of management.

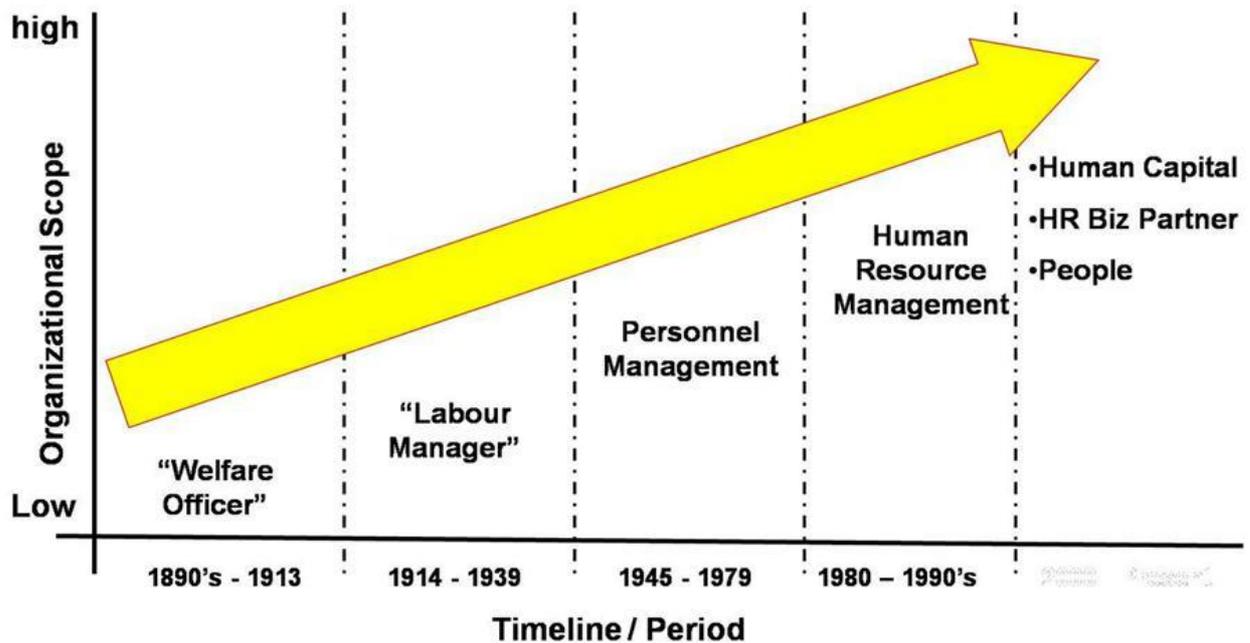
By the 1970s, a shift in professional values was discernible. It shifted from a concern of welfare to a focus on efficiency. In the 1980s, professionals began to talk about new technologies, HRM challenges and HRD. The two professional bodies, IIPM and NILM, merged in 1980 to form the National Institute of Personnel Management (NIPM).

In the 1990s, the emphasis shifted to human values and productivity through people. Reflecting this trend, the American Society for Personnel Administration (ASPA) was renamed as the society for Human Resources Management (SHRM). Thus, beginning in the 1920s, the subject of people management has grown into a matured profession. The journey continues. The profession might be called HCH in near future.



## Evolution of Human Resource Management in India:

PERIOD	DEVELOPMENT STATUS	OUTLOOK	EMPHASIS	STATUS
1920s-1930s	Beginning	Pragmatism of capitalist	Statutory, welfare, paternalism	Clerical
1940s-1960s	Struggling for recognition	Technical, legalistic	Introduction to techniques	Adminis--trative
1970s-1980s	Achieving sophistication	Professional, legalistic, impersonal	Regulatory, confirming, imposition of standards on other functions.	Manager--ial
1990s	Promising	Philosophical	Human values, productivity through people	Executive



# **FUNCTIONS OF HUMAN RESOURCE**

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## **MANAGEMENT: -**

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Human Resource Management plays an important role in equipping organizations to meet the challenges of a growing and increasingly competitive industry. Increased staff numbers, according to the contract variability and changes in the demographic profile forcing HR executives to reorganize the role and the importance of human resource management. Jobs meet the current needs of employees, but it can work to reshape the goals of the organization. All HRM functions are associated with it the main objectives of HRM. For example, one's goals are to be achieved for activities such as salary, checking etc.

HR management can be thought of as seven linked functions that occur in organizations, in addition, external forces — legal, economic, technological, global, environmental, cultural / geographical, political, and social — strongly influencing the way HR activities are designed, managed, and he changed. Tasks can be grouped as follows:

**1.Strategic HR Management:** As part of organizational competitiveness, strategies effective HR performance planning can be enhanced using HR metrics and HR

technology. The Human Resource Planning (HRP) function determines the number and type of staff they need to do to

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achieve organizational goals. HRP involves creating business groups with a balanced combination of skills, hiring the right people, and volunteering team work. This work analyzes and decides staff are needed to form active founding teams. HRP's core strategy is staffing and staff development.

**2.Equal Employment Opportunity:** Compliance with Employment Equity (EEO) and regulations affect all other HR functions.

**3.Staff:** The purpose of the hiring is to provide qualified people who will be able to fill jobs in the area. organization. Job analysis, hiring and selection are key tasks under employees. Staff work design and job analysis laid the foundation for staff recruitment by identifying the various factors people do their jobs and how they are affected. Job analysis is the process of defining the type of work and defining individual needs such as knowledge, skills, and knowledge needed to do the job. The end result of the task analysis is a job description. A job description describes the duties and responsibilities of employees. Through staff planning, management anticipates future supply and demand for employees as well type of personnel matters, including staff retention. So HRP precedes the real one the election of the people of the organization. These factors are used in the recruitment of job applicants' holes. The selection process involves selecting qualified individuals to fill those responsibilities. In the selection process, the most suitable

applicants are selected for employment among applicants based on their level of work skills and competencies.

**4. Talent Management and Development:** From the recruitment of new staff, skills management and development includes different types of training. Orientation is the first a step to help a new employee prepare for a new job with the employer. It is a how to inform new employees about specific aspects of their new job, including salary and benefit plans, working hours and company rules and expectations. Training and Development programs provide practical ways to ensure that employees are like that be able to perform their duties at acceptable levels and beyond. All organizations provide training for new and experienced staff. In addition, the organization usually provides in the workplace and outside the training programs for those employees their ongoing duties change. Accordingly, human resource development and the succession of staff and management are essential to prepare for future challenges. Work planning has improved due to the desire of many employees to grow in their careers and improve in their careers. Work planning activities include assessing each employee's ability to grow and develop in the organization. Performance testing involves promoting risk-taking, seeking innovation, production or adoption of new jobs, peer review, general evaluation, and innovative audit procedures. Analyzes individual and team performance so that there is a link between innovation in each case and company profits. What jobs should be evaluated and who should evaluate employee's performance is also considered.

**5.Employee Risk Management and Protection:** HRM deals with a variety of occupational hazards ensure the protection of employees by meeting the requirements of the law and responding to concerns occupational health and safety and disaster risk management and rehabilitation.

# **NATURE OF HUMAN**

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## **RESOURCE MANAGEMENT: -**

- 1- HRM is based on certain principles and policies contribute to the achievement of organizational objective.
- 2- HRM is pervasive function HRM is not specific to an individual department, rather it is a broader function and spread throughout the organization, it manages all types of people from lower level to top level of the organization.
- 3- HRM is people oriented, people or human resource is the core of all the activities of human resource management. Human management work with and for people. It brings people and organization together to achieve individual and organizational goals.
- 4- HRM is a part of management function.
- 5- HRM aims at securing maximum contribution.
- 6- HRM is continuous activity, all factors of production are required to be continuously update and improve to cope up with the changes and increased competition. Similarly, human resource also continuously trained, developed, or replaced to face the next level of competition.  
Hence, it is a continuous activity.
- 7- HRM aims at optimum uses of personnel power.
- 8- HRM involved team spirit and teamwork.

9- HRM is a mighty disciplinary subject. It includes the study of management psychology communication economics and sociology.

10- HRM involves management functions like planning, organizing, directing, and controlling.

11- HRM helps to achieve individual organizational and social objectives.

# **SCOPE OF HUMAN RESOURCE MANAGEMENT: -**

The scope of human resource management refers to all activities that come under the banner of HRM. The activities are as follows: -

- 1-PERSONNEL ASPECT
- i) Human Resource planning: - It is a process by which the organization identifies the number of jobs vacant.
  - ii) Job Analysis and Job Design: - Job analysis is a systematic process for gathering, documenting, and analyzing data about the work required for a job. Job analysis is the procedure for identifying those duties or behavior that define a job.
  - iii) Recruitment and Selection: - Recruitment is the process of preparing advertisements on the basis of information collected from job analysis and publishing it in newspaper. Selection is the process of choosing the best candidate among the candidates applied for the job.
  - iv) Orientation and Induction: - Making the selected candidates informed about the organization's background culture, values, and work ethics.
  - v) Training and Development: - Training is provided to both new and existing employees to improve their performance.
  - vi) Performance Appraisal: - Performance check is done of every employee by human resource management. Promotions

transfers, incentives, and salary increments are decided on the basis of employee performance appraisal.

vii) Compensation Planning and Remuneration: - It is the job of human resource management to plan compensation and remunerate.

Viii) Motivation: - Human resource management tries to keep employees motivated so that employees put their maximum efforts in work.

2- WELFARE ASPECT: - Human resource management have to follow certain health and safety regulations for the benefit of employees. It deals with working conditions, and amenities like - canteens, crèches, rest and lunch rooms, housing, transport, medical assistance, education, health and safety, recreation facilities etc.

3- INDUSTRIAL RELATION ASPECT: - HRM works to maintain co-ordinal relation with the union member to avoid strikes or lockouts to ensure smooth functioning of the organization. It also covers - join consultation, collective bargaining, grievance and disciplinary procedures and dispute settlement

## **SIGNIFICANCE OF HUMAN RESOURCE MANAGEMENT: -**

HRM becomes significant for business organization due to the following reasons.

1. Objective: - HRM helps a company to achieve its objective from time to time by creating a positive attitude among workers. Reducing wastage and making maximum use of resources etc.
  
2. Facilitates professional growth: - Due to proper HR policies employees are trained well and this takes them ready for future promotions. Their talent can be utilized not only in the company in which they are currently working but also in other companies which the employees may join in the future.
  
3. Better relations between union and management: - Healthy HRM practices can help the organization to maintain co-ordinal relationship with the unions. Union members start realizing that the company is also interested in the workers and will not go against them therefore chances of going on strike are greatly reduced.
  
4. Helps an individual to work in a team/group: - Effective HR practices teach individuals team work and adjustment. The individuals are now very comfortable while working in team thus team work improves.
  
5. Identifies person for the future: - Since employees are constantly trained, they are ready to meet the job requirements. The company is also able to identify potential employees who can be promoted in the future for the

top-level jobs. Thus, one of the advantages of HRM is preparing people for the future.

6. Allocating the jobs to the right person: - If proper recruitment and selection methods are followed, the company will be able to select the right people for the right job. When this happens the number of people leaving the job will reduce as they will be satisfied with their job leading to decrease in labour turnover.

7. Improves the economy: - Effective HR practices lead to higher profits and better performance by companies due to this the company achieves a chance to enter into new business and start new ventures thus industrial development increases and the economy improves.

## **DUTIES OF HUMAN RESOURCE**

### **MANAGEMENT: -**

Human resource managers plan, direct and co-ordinate the administrative functions of an organization. They oversee the recruiting, interviewing, recruiting and hiring of new staffs, consult with top executives on strategic planning and serve as a link between organization management and its employees.

Duties-

Human resource managers typically do the following.

1 plan and coordinate and organizations workforce to best use employee's talent

2 link an organizations management with its employee

3 plan and oversee employee benefits and program

4 serves as a consult with other managers advising them on human resource issues such as equal payment opportunity and sexual harassment.

5 co-ordinate and the work of specialist and support staff

6 oversee an organization recruitment interview selection and hiring process.

7 handle stopping issue such as meditating disputes and directing disciplinary procedures.

8 every organization want to attract motivate and keep qualified employee and match them to jobs for which they are well suited human resource managers accomplish this aim by directing the administrative functions. Of human resource departments. There work involves over seeing employee relations securing regulating compliance and administrating employee related services such as payroll, training and benefits. The supervise the departments specialist and support staff.

Work environment-

Human resource managers held about 15,52,100 jobs in 2018. The largest employers of human resource managers were as follows

Management of companies and enterprises.