1. What is HRM and discuss significance of HRM?

Ans: HRM:

Human Resource management (HRM) is the process of managing the Human resources of an organization in tune with the vision of the top management.

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

It involves procurement, development, maintenance of human resource.

It helps to achieve individual organizational and social objectives.

It is a continuous process.

It involve team spirit and team work.

Significance:

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.

2. Facilitates professional growth

Due to proper HR polices employees are trained well and this takes them ready for future promotions. Their talent can be ultized 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.

4. Helps an individual to work in a team/group:
Effective HR practices teach individuals team work and adjustment, the individual are now very comfortable while working in team thus team work improves.

5. Identities 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 prompted in the future for the top level jobs.

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.

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 ventured. Thus industrial development increases & the economy improves.

Q. Explain briefly basic functions of HRM.
Ans: The basic functions of HRM are planning controlling directing and organizing.
Planning: It is concerned with manpower planning.
1. To forecast future vacancies.

2. To anticipate retirements promotions and transfer.
3. preparing job analysis, job description and job specifications.
4. Analyzing resources of potential employees.

Organizing:

It is concerned with organizing manpower.

1. To analysis organization structure.
2. Recommending organizational changes.
3. To analyze applications and determine suitability of cadidates.
4. Interviewing conducting test.
5. Investigating references.
6. Arranging medical Examination.

Staffing:
Staffing comprises these are functions, inductions transfer/promotion, man power development and training.

Induction:
To ensure new recruits are provided with appropriate training.
1. orienting new employees into their jobs.
2. Reviewing their performances.
3. Ascertaining training requirements

Transfer / promotion:
To utilize employees enhanced capabilities
1. continuously analyzing jobs description.
2. Evaluating employee qualification / performance.
3. Determining further training requirement.

Manpower development:

To provide individual employees development.

1. Developing performance standards
2. Appraising performance.
3. Planning individual development program.

Training: It includes the following

1. conducting training program
2. Evaluating training program results.

Controlling

Controlling comprises these are the function performance appraisal, Security, employees attitude and coordination.

Performance appraisal:

To appraise performance as per their duties and responsibilities

1. Development performance evaluating system.
2. Conducting performance evaluating interviews
3. Analyzing evaluation results.

Security:

To provide precautionary measure to prevent theft, fire etc

1. To development and implement security measures.
2. To provide watchman.
3. To organize fire-fighting training.

employee attitude and coordination:

To improve employees attitude and coordination of work.

1. Analyzing personal - problems arrange consulting.
2. Implement improved practices.

b. what type of HR planning are implemented at industries.

Sol: Human resources planning is the first step in the HRM process. HRP is the process by which an organization ensures that it has the right number and kind people, at the right place at the right time.

HRP is the process of Systematically reviewing HR requirements to ensure that the required no of employees with the required skills is available when they are needed.

→ strategic business planning
→ job/ Role planning
→ Man power planning and human resource inventorying.
→ job analysis
→ Recruitment and selection.
→ job design and job assignment
→ Development planning
→ Induction / socialization and initial training.

3) Explain Briefly the following events in

i) Recruitment
Applications are invited at this usage for further scrutiny and shortlisting Before advertising for the position, it common to check up of the position could be filled in internally.

ii) Selection
The process of identifying the most suitable persons for the organization is called Selection. Selection is also called as negative function because at a stage the applications are screened and short-listed based on the

Selection criteria.

The main purpose of selection to choose the right person for the right job.

Selection process involves the following stages:

1. Initial Screening / short listing
2. Comprehensive applications / bro data screening
3. Aptitute or written tests.
4. Group discussion
5. personal interviews
6. Group discussion
7. personal interviews
8. Medical Examination
9. Employment offer letter.

iii) Training

Training is short-term process of utilizing systematic and organized procedure by which the stuff acquires specific technical knowledge & functional skills for a definite purpose. The focus of training is their job or task.

Training needs:
→ High turnover among the new recruits
→ Increase in wastage of materials.
→ Increase in the no of rejected unit of production.
→ Increase in the no of customer complaints.
→ Increase in the accident rate.
→ Reduced productivity levels.
→ Increase in machine breakdown.

Methods of Training:
A) On-the job training
B) off-the job training

iv) placement and Induction:

After training, the employee is placed in his/her position under the change of a manager. The new recruit is allowed to exercise full authority and is field. responsible for the results. The main objective of placement is that it reduces employees turnover. absenteism, accidents and dissatisfactions.

Significance of placement.

→ Morale of a employee it improves

→ It helps to reduce turnover of employee's.

→ It helps in reducing absentees of organization

→ It helps to avoid the misfit between the job & the candidate.

v) Induction

It is the introduction the employee to work surrounding and people already working there. Induction/ orientation is a systematic and planned introduction of employees to their jobs, their co-workers and the organization.

The main objective is to reduce the intial anxiety which all new entrant feel, when they join a new job in a new organization.

There are too types of induction 1) formal induction

2) Informal induction

formal induction:

It is a planned programme carried out to integrate the new entrant into the organization.

Informal Induction

In this system, the immediate job supervision Conducts the induction programme for the new entrant. It briefs the new comer about the job, department routine, introduces to the colleagues and various sections.

4) what is job evaluation and how to evaluate perform of the employee in industries.

Ans. job evaluation: An attempt to determine and compare the demands which the normal performance of particular jobs makes on normal workers without taking account of the individual abilities of performance of workers Concerned. It rates the job not the rank.

objectives:
1. To establish correct wage differentials for all jobs with in the factory.
2. To bring new jobs into their proper relatively with jobs previously established.
3. To help clarify lines of authority responsibility and promotion.
4. To establish a general wage level for a given factory which will have parity with those of neighbouring factories.

Advantages
1. It is simple in expensive & expeditions.
2. It is Easily understood and Easily administered.
3. It helps setting better rates than the arbitrary rates based purely on judgement and Experience.
4. Same unions prefer, it because it leaves more room for bargaining.

Disadvantages.

1. job job may be ranked on the basis of incompletly inform action and without the benefit of well defined standards.

2. No one committe number is likely to be with all the jobs.

3. The rank position of different jobs is likely to be influenced by the prevailing wage ranks.

Method of job evaluation:

It is broadly be classified as

1. Qualitative method
2. Quantative method

Qualitative method:

It can broadly be classified as ranking or classifying the job from lowest to highest.

a) Ranking technique.

In this method, the jobs in the organization are arranged in Either in the ascending or decending order and numbered serially. The basis of such arrangement could be the job description in terms of duties, responsibilities, qualifications needed, relative difficulty involved in the job, or value to the Company.

Points considered:

1) Amount of work involved.
2) Supervision needed
3) Extent of responsibility required.
4) Difficulties involved in the work.
5) work, conditions required.

b) classification method:

This is also called job-grading method. Here, the number of grades and the salary particulars for each grade are worked out first the grades and clearly described in terms of knowledge, skill and seen so on.

Major steps for job evaluation:

1. Deciding the number of grades.
2. writing grade descriptions.
3. Identifying/listing of the jobs to the evaluated
4. preparing job descriptions.

&: Quantitative Method

where point values are assigned to the various demands of a job and relative values is obtained by summing all such point values.

a) Factor comparision method

Every job requires certain capabilities on the part of the person who does the job these capabilities are considered as critical factor which can be grouped as follows.

→ mean effort
→ skill
→ physical
→ Responsibility
→ working conditions.

steps involved in the factor comparision method

→ Identify the key jobs

→ Rank the key job, factor by factor

→ Develop a monetary comparision scale

→ compare factor ranking of each job with its monetary ranking.

→ Apportion the salary among each factor and rank the key jobs.

b. point-rating method.

There are four widely accepted factors used in the point rating method, skill, effort responsibility and job conditions each of factors is divided into sub-factors.

Skills - 1. Education and training
        2. Experience
        3. judgement and Intiative.

Efforts - 1. physical
         2. Mental

Responsibility towards - 1. Materials or products
                        2. Equipment or process
                        3. Safety of others
                        4. work of others.