

## **INTRODUCTION**

### **1.1 Introduction**

Human resource is one of the key assets (man, machine, capital, data) used to viably handle and change authoritative exercises into merchandise and ventures. Human resource management refers to the practices, systems and policies that influence the behavior, performance and attitude of the employees in the organization. Human resource management practices includes selecting human resource needs for the organization, screening, recruiting, training, rewarding, appraising as well as the attending to interest in the management of knowledge-based organizations. The coordination of human and material and different assets toward target achievement. The successful usage of HR practices in association is a key wellspring of upper hand and has a positive association with association execution. The different human resource practices on the board practices conveyed by the EMS are Employee recruitment, on boarding and retention, Talent management and work force management, Job role management, Compensation, Labor law compliance, Performance management, Training and development, Recruitment and selection, Performance appraisal, Career planning, Employee participation, Effective communication, Promotion, Staffing, Equal employee opportunities. HRM practices is a framework that pulls in , creates, persuades, and holds representatives to guarantee compelling usage and the survival of the association and its individuals to oversee HR through encouraging the advancement of skills that are firm explicit, produce complex social connection and produce association learning.

Modern Harmony may portray as a condition of relative harmony and cordially described by trust, solidarity of direction and nonappearance of discontent in authoritative connections. Industrial harmony is the perfect condition of peace wherein laborers occupied with creation of merchandise and enterprises consequently are moved to give their best of their abilities and ability possibilities for the improvement and advancement of the association. Mechanical relations is the interdisciplinary field of concentrate that focuses on individual specialists, gathering of laborers, and their associations and affiliations, businesses, and their associations and condition in which these gatherings are cooperate.

Working environment is involved people from various foundation. These people have distinctive identities, discernments values, practices, needs, interests, and objectives however all are united to contribute in the pursuance of specific objectives. Accomplishment of hierarchical objectives requires participation among individuals yet the intrinsic contrasts, the incongruence of objectives and the challenge for constrained assets combined with complex connections and a high level of undertaking independence implies that contention will be unavoidable. With the goal that the efficiency of the association increments.

The capacities are being overseen by the HR department by different areas and adjust their task, maintain records, and further more keeps up association culture. In the present situation, the work place is encountering an exceptionally powerful condition, presenting difficulties for business association. Today human resource is the most fundamental asset of an association which can use business firm's abilities and help to accomplish authoritative goals. To adjust up to the evolving condition, organizations require a solid HRM system which will keep up association organized that will lead for mechanical concordance of the association.

## **1.2 Scope of Study**

### **1. Assessment of company human resources:**

First and foremost, in vast functions of Human Resource Management is an assessment of the current human resources of the company. It means evaluating the current payroll and whether it is proportional to the work requirement. This gives an idea about whether roles are missing or more than required in the organization. This whole process can also be called human resource planning.

### **2. Reviewing jobs in the organization:**

Getting a comprehensive detail about each title in the company and what profile will be needed to fulfill a vacant job title comes under human resource management. This helps set the base for finding and selecting the right candidates for the company. Job analysis needs to be done very carefully, considering the company's financial budget.

### **3. Interviewing and Selection:**

The next step in HR scope is the selection of the right candidate. The right candidate would be the one who, apart from his academic qualification, also fits the company's culture. One of the activities of Human Resource Management is setting out the requirements for a particular job title. Deciding how many steps the interview selection process would have also come under the scope and functions of Human Resource Management

### **4. Introduction and Orientation**

After the candidate is selected, he is introduced to its work culture, ethics, and environment. He is oriented with the team he will work with and the supervising manager. This

helps in building the comfort level of the new employee. The objective of the whole induction process is to acquaint the employee with organizational values. It is an informal process

#### **5. Remuneration and Benefits:**

Discussing the base salary and other perks to which an employee is entitled is a part of the scope of human resource management. The human resource manager's role is to clearly describe all the benefits, including medical, travel, vacation leaves, etc. All these perks help in achieving a superior work efficiency environment.

#### **6. Employee's growth prospects:**

The better the growth opportunities a company gives, the more the loyalty of the employees. The nature and scope of Human Resource Management comprise how to keep the employee motivated and gain their loyalty. It's the HR who has all information about employees' performance and who is better than him to review his past performance and discuss future growth opportunities with him. A performance appraisal, linked with incentives and increments, motivates the employees to achieve more and more targets if done from time to time.

#### **7. Training on the job:**

Human resource management is alternatively known as the employee-oriented function. Its job is to provide different learning programs to its employees continuously. One of the main activities of Human Resource Management involves the development of its employees. Every organization's success depends on how up-to-date an employee is with new ways of doing the job. These training programs aim is to enhance and build the employee's skills as per skills from around the world.

#### **8. Employee Satisfaction:**

The health, Wealth, and prosperity of employees are all the responsibility of HR. Building a healthy work environment and motivating the employees at each step also comes

under the scope of human resource management. This includes non-monetary amenities like medical, canteen, or other recreational areas. A safe and secure work environment plays a huge role in the efficiency of employees.

#### **9. Employee's Grievance Redressed system:**

Human resource managers should employ a mechanism to address employees' grievances in a secure environment. This helps in building the trust of employees in the long run. Feeling their voices are heard also gives the employee a different level of satisfaction. Ensuring this process is carried out securely and confidentially is one of the crucial jobs of Human Resource Management

#### **10. Labor and Trade unions:**

Building strong relations in the industry is one of the key attributes to the success of any organization. The wide scope of human resource management also involves building and maintaining healthy, strong relations with different trade unions for the company's smooth functioning.

## **1.3 Need of Study**

### **1. Providing security to employees:**

The first Human Resource best practice is employment security. Life is unpredictable and work is a stable factor that is very important to most people. Having an employer who enables the employee to provide for themselves and their family is, in essence, the number one reason why people come to work. There is both a formal contract (labor for money) and an informal contract (you put in some extra effort, we take good care of you) between the employee and the employer. Employment security enables employees to go home after work and provide for themselves and their families. This concept of security is essential and underpins almost everything HR does.

Employment security also benefits organizations because it helps them retain their people. When employees are laid off, for example, it's usually the organization that pays the price. They are the ones who have invested in the selection, training, and development of these employees. This is a costly process. If the organization doesn't work on retaining its people, they are more likely to leave and work for the competition. In 2020, a survey found that job security is the third most important factor for employees. 28% of 1,100 professionals surveyed in the UK listed job security as an important factor. Job security is important across global HRM practices.

### **2. Selective hiring: Hiring the right people:**

The second HR best practice is selective hiring. This enables an organization to bring in employees who add value. You can't just hire anyone; you want people who are fit for the job. Companies do their utmost best to hire exceptional people because they add the most value to the business. There also needs to be a prioritization of building a structured and fair selection process. This reflects legal requirements, internal diversity goals, and that a more diverse workforce, better reflects society. This can be hugely beneficial for understanding wider consumer behavior and the needs of different customers.

### **3. Self-managed and effective teams:**

We all know that teamwork is crucial in achieving goals. High-performance teams are crucial for any company when it comes to achieving success. Teams provide value because they consist of people who are, and think differently but are working towards a common goal. This means that different ideas are generated to help achieve the goal. These ideas are then processed and combined, resulting in the best ones being selected. The best teams are cognitively diverse and psychologically safe. This means that team members can generate ideas that are different while feeling comfortable bringing these up and discussing them.

Individual personality assessments also help understand how other team members think and behave. Understanding these processes is one of the main responsibilities of a manager. This is the reason why a lot of management courses focus on it. Different tools facilitate teamwork. Examples include communication software, feedback tools, project management tools, and other task and goal setting software. These can facilitate communication and help teams be more efficient. Finally, HR needs to encourage different teams to work together in the organization. A team is usually part of a larger entity, like another team or a department. These larger entities also need to work together. Facilitating this helps to build an efficient and effective organization. One of the tools that can be used for this is Organizational Network Analysis.

### **4. Fair and performance-based compensation:**

Contingent compensation is the fourth Human Resource best practice. It has everything to do with compensation and benefits. First of all, if you hire the right people, you want to compensate them above average. These are the people that will add the most value to your company so you want to retain them and pay them fairly. This is an example that shows how different best practices work together to provide more value than they would alone, in this case, selective hiring, contingent compensation, and employment security. This sort of compensation package can take the form of financial (base) pay and employee benefits. You must follow market trends across your field, and adjacent fields (many of the best employees may come from other career areas). Then you will be able to understand the average rate of pay and where your company ranks in the compensation offer.

## **5. Training in relevant skills:**

This HR best practice states that companies should invest heavily in training time and budget for its employees. After recruiting the best people, you need to ensure that they remain the frontrunners in the field. This has become even more relevant today as the rate at which technology is developing is growing exponentially. This is where learning and development come in.

## **6. Creating a flat and egalitarian organization:**

This best practice in HR principles is rooted in the egalitarian practices of Japanese management. Although we just saw that some employees are more critical than others for the organization's success, this shouldn't be communicated in such a way. Every employee is a valuable member of the organization and should be treated as such. In Japanese organizations, this is expressed with common canteens, company uniforms, and similar sickness and holiday entitlement. Such an egalitarian culture shows that everyone deserves equal respect and could help in promoting the sharing of ideas.

## **7. Making information easily accessible to those who need it:**

Information sharing is essential. This is an area where a lot of large companies struggle: How do you keep track of who knows what, so you know where to go with your questions? According to there are two reasons why information sharing is so important. Firstly, open communication about strategy, financials, and operations creates a culture in which people feel they are trusted. It truly involves employees in the business. As an additional effect, it discourages hear-say and negative informal chatter. Secondly, if you want your people to share their ideas, they need to have an informed understanding of what's going on in the business. Being informed about the business is also something that employees often mention as something they find important in attitude surveys, as well as having a chance to contribute to and influence decisions affecting their working life.



## **1.4 Objectives of Study**

Now that we understand the value of human resource objectives, let's take a look at some more specific examples of the types of objectives human resource managers may set:

- Reduce employee turnover rate by 20% in the next year
- Increase employee engagement by implementing a recognition and rewards program
- Improve diversity and inclusion in the workplace by increasing representation of underrepresented groups in hiring and promotion decisions
- Develop a leadership training program to prepare employees for future management roles
- Implement a flexible work arrangement policy to improve work-life balance and reduce burnout among employees
- Increase employee productivity by providing opportunities for skills development and career growth

These are just a few examples of the types of human resource objectives that organizations may set to improve the management and development of their workforce.

### **Accomplishing organizational goals:**

One of the main aims is to fulfill the company's goals. For an effective and efficient HRM, it is important to utilize human resources to accomplish the company's requirements and objectives. In order to be successful in achieving organizational objectives, HR needs an efficient plan and implementation

### **Work culture:**

When it is about managing human resources efficiently and following goals, employees and the environment in which they work are important factors. The HR managers must be active in creating strategies to facilitate enhanced work culture.

**Training and development:**

With effective training and offering future opportunities, employees are more organized and they feel comfortable and safe. Effective employment is greatly associated with training practices. Therefore, offering such opportunities will be a good step for the management of the workforce.

**Employee motivation:**

A major aim of HR is to keep things in the correct direction and keep diversions and negativity away. In order for this to happen the employees must be encouraged and motivated the whole time.

**Empowering employees:**

In order to motivate employees, there is nothing better than workforce empowerment. This can be done with the help of tools such as a portal of employee self-service that will also save HR efforts also.

**Team coordination:**

Another main objective of Human Resource Management is to ensure efficient team integration. Human resources should provide a tool that facilitates easier communication and makes coordination smoother.

## **1.5 Company Profile**

### **About Company:**

Expert Maritime Services provide navigation, communication & Automation for marine industries, we provide sales and services on board or on our site, we have large inventory for complete systems, as well as spare parts also. More than Ten-year experience, in specialization, equipment of advanced technology and highly skilled technical staff can assure excellence in all aspects of our activities. The fully equipped and modern workshop of expert Maritime Services, can successfully meet all the needs and expectations of every customer. Given the fact that we always aim at achieving the best quality, at the most competitive prices, we provide our services globally, 24 hours a day.

The marine industry is a significant contributor to the UK economy, with 95% of the UK's exports and 75% of its imports transported by sea. The industry operates in four key areas: naval, commercial, leisure and offshore renewable energy. The major players in naval include Babcock, BAE Systems, Rolls-Royce and BMT Group; in leisure, Sun seeker, Princess and Oyster Yachts; in commercial, Camel Laird, Lloyds Register and A&P Group; and in offshore renewable, ORE Catapult, Harland and Wolff, EDF Energy and Siemens.

### **Trends and developments in the marine industry:**

The UK Marine Alliance Strategy aims to expand upon our current capabilities, leading the research and manufacture of tidal and wave energy devices and expanding the international customer base in naval, leisure craft and the commercial shipping markets. As a trading nation surrounded by sea, it is fundamental to our economy that the sea lanes remain safe and open. The Strategic Defense and Security Review (SDSR) 2015 proposed four new dreadnought class submarines at the heart of the decision to maintain the continuous at sea deterrent (CASD). The next SDSR, due in 2020, will no doubt influence the naval marine strategy and UK industry going forward.

## **COMPANY PROFILE**

### **Mission:-**

Our mission is to satisfy our customer's needs, anywhere and anytime in the world, providing high quality and high standards services. Companies in the Maritime sector, all over the world can contact us for navigation, communication and Automation spare parts and services to cover the needs of its fleet.

### **Vision:-**

Our vision can be summarized in the desire of our company to continue the leader in the sector of navigation, communication and Automation services. In International market, through the implementation of new technical modernizations and the formation of value for all the co-operating parties.

### **Activities:-**

Our activities, where can be found with our offices, engineering workshop and spare parts warehouse. Having ultramodern means and an essential equipment, we are able to supply new and refurbished spare parts, as well as provide integrated services and undertake works related to navigation, communication and Automation items. Our experienced and well-trained technical staff repairs complete units and spare parts, of all types, in our navigation, communication lab which is well equipped with of the latest tetchy. All the repairs that are performed always in accordance with the manufacturer's standard and are attended by all the necessary spares and generate service report.

**Services:-**

Our company has a very large well-arranged series of new and refurbished spare parts, for all types of navigation, communication and Automation items such as Radar, Gyro compass, ECDIS , Echo sounder, Speed log ,GPS ,AIS ,Naves , Auto pilot ,FBB, SAT-C, VDR/SVDR, EPRIB, SART, Gas Detector ,Anemometer, UTI, ODME, OIL Mist Detector, Temperature & Pressure controller, Pressure Transmitter, Oxygen Analyzer, and is able to respond promptly to every demand for spare parts. Spare parts made by various manufacturers are readily available for shipment, to any place in the world. As well as we offer repairing and servicing of the above mentioned equipment's and spare parts also. Our company continues to provide a 24-hour support - service for its products and services, even after the sale. For repair, maintenance or replacement of spare parts, the customer can ship them to our Engineering site or, alternatively, a specialized technician can offer repair services on board.