

The father of HRM is "George Elton Mayo", is often credited to an Australian psychologist and sociologist who conducted the Hawthorne studies in the 1920's & 1930's.

* 7 pillars of HR

1. Recruitment and selection.
2. Performance management
3. Training and Development
4. Compensation & Benefits.
5. Succession planning.
6. HR Software & HR Information System
7. Diversity & inclusion

* Founded by HR / Founder of HR

The history of HR traces back to 19th century in Europe, championed by thinkers like Robert Owen and Charles Babbage.

4 pillars of HR

1. Planning
2. Recruitment
3. Development
4. Retention

* The first HR department can be attributed to the "National Cash Register Company", which established a personnel department in the early 20th century.

* "Dante Ulrich" is the father of modern HR, he is being ranked as educator and management guru.

* Old name of HRM is "personnel administrator." in 1920's. It focuses mostly on the aspects of hiring, evaluating and compensating employees.

~~Wkst 1/1/29~~ UNIT-I

Introduction

1. What is Human Resource Management? Explain its Characteristics?

A) Introduction :-

HRM is the set of productive activities within an organisation, that focuses on transforming human begin into useful resources. The activities includes searching ~~right~~ candidate, identifying their knowledge, skills and attitude towards a specific job, fixing and practicing fair compensation policy, ensure the safety and comfort in work place, observing the performance of employees, Employee motivation, Effective communication, Administration and training for increasing productivity and efficiency.

Meaning:-

HRM refers to the planning, organising and implementing of productive activities within an organisation that focuses on transforming human ~~begin~~ ^{being} into ~~useful~~ resources.

Definition:-

According to George dessler human resource management is the policy and practices of one need to carry out the people or human resource aspect of a management position including recruiting, screening, training, rewarding and appraising.

Characteristics:-

1. Human Resource planning:-

It is a process of forecasting an organisations future demand and supply for the right type of people in the right numbers. It is an activity which helps the organisation to know how many employees exist in the organisation and how many are required to perform the current jobs and how many are required to perform the future jobs.

2. Job analysis :-

It is the process of studying and collecting information relating to the operations and responsibilities of a specific job. The immediate products of this analysis are job description and job specification.

3. Recruitment & selection :-

Recruitment is the process of stimulating the candidates to apply for jobs. Selection is a process of identifying the most eligible candidate for a particular job.

4. Orientation & placement :-

Orientation is a socializing process by which the organisation seeks to make the employee comfortable at the work place. Placement on the other hand is about matching the requirements of the job with the qualification of the candidate.

5. Training & Development :-

Training is a specific and necessary skills to an employee, in order to perform a particular job or task at present, whereas development of an employee is all about imparting vast knowledge to an employee in order to equip him towards the future jobs.

6. Performance Appraisal and job Evaluation :-

→ It is the systematic evaluation of the individual with respect to his performance on the job and his potential for development.

→ Job evaluation is a systematic technique, which aims at determining the worth of a job.

7. Employee and executive remuneration :-

Remuneration is a wage or salary, any other compensation paid to employee for the service rendered to the organization.

8. Motivation & communication :-

Motivation is a process of channelizing a person's inner drives, towards accomplishing the goals of an organization.

Communication is the process of transmission of ideas, orders or instructions to the recipient, so that there is an understanding between them.

understanding between Sender & receiver.

9. Better Industrial Relations :-

In this relations which arise at the work place, for example .

Relationship between the employer and employee and between the employee and employee. hence IR is more concerned with towards maintaining cordial relationship between the groups

- ② what is human Resource Management ? Explain its nature and scope .
- A) HRM involves Resource the strategic approach to managing people within an organisation. The nature of HRM is multifaceted and Encompasses various aspects including the acquisition , development, motivation and retention of employees. It serves as a bridge between, the organisations goals and the need of its work force aiming to create a balance . the maximize productivity while ensuring employee satisfaction and development.

Nature :-

1. strategic function :-

HRM plays a important in aligning HR strategies with overall organisational goals. It is integral to achieving long term objectives such as growth efficiency and adaptability to market changes.

2. people -centric :-

HRM focuses on individuals as valuable assets. It emphasizes understanding supporting and managing people to foster of positive work environment that Natures both individual and organisational success,

3. Continuous process :-

HRM is a dynamic and on going function it requires constant monitoring feedback and adjustment to adapt to internal changes and external pressures (laws).

4. Development oriented :-

HRM is concerned with developing the skills and capabilities of employees through training professional development and career progression this focuses on growth benefits both employees and the organisation by enhancing competencies and promoting career fulfillment.

5. Comprehensive and integrated :-

HRM is not limited to recruitment and hiring it integrates various functions like performance management employee relations benefits administration and legal compliances to manage the entire employee life cycle.

6. Employee well-being :-

Modern HRM plays importance on employee well fare, aiming to improve work life balance, foster a healthy work place culture and address individual needs, ultimately contributing to higher job satisfaction and moral.

Scope :-

The scope of HRM is the purpose of HRM right from the main power needs assessment to management and retention of the same. To this effect HRM is responsible for effective designing and implementation of various policies, procedures and programs, It is all about developing and managing knowledge, skills, creativity attitude and talent using them optimally. HRM is not just limited to manage human intellect it also focuses on managing physical and emotional capital of employees. The scope of HRM is widening with every passing day.

it covers planning, hiring, training and development, pay management, rewards and recognition, grievances handling, legal procedures etc....

1. HRM in personnel Management :-

This is direct man power management that involves man power planning, hiring, training and development, induction and orientation programs, transfer, promotion, compensation, layoff and retrenchment etc... It also includes performance appraisal, developing new skills, training policies etc...

2. HRM in Employee welfare :-

This particular aspect of HRM deals with working conditions and amenities and workplace. This includes responsibilities and services such as safety services, health services, social security and medical services. It also covers support by top management ventilation and lighting and sanitation, medical camp, sickness benefits, injury benefits, maternity benefits etc...

3. HRM in Industrial Relations :-

It is a highly sensitive area, it needs careful interactions with labour or employee unions, addressing their grievances and settling the disputes effectively in order to maintain peace and harmony in the organisation. It is the understanding of employee relations, job consultation, solving problems with mutual efforts, understanding human behavior, work relations and settlement of disputes etc...

③ Explain the objectives of HRM?

The objectives of HRM is the study of activities regarding people working in an organisation. The objectives can be classified under four categories.

1. Organisational objectives :-

The main objective of HRM is to

achieve organisational goals by bringing organisational effectiveness. It is not an end but it is a means to assist the organisation in order to attain its objectives.

- A) TO increase employee job satisfaction
- B) TO Develop and maintain a quality of work life.
- C) TO helps in achievement of organisational goals.
- D) TO facilitate quality performance.
- E) TO promote employee discipline & moral.
- F) TO Enhance organisational productivity.

2. Functional objectives :-

Functional objective of HRM deals with contributions of each department regarding their need and effectiveness in order to attain organisational goals. All the resources or skills get wasted, if HRM is not able to fulfil up with the organisational demand.

3. Personal objectives :-

HRM also deals with personal objectives of individuals it can be met or order to achieve maximum production and attain competitive advantage. These personal objectives are important in order to attain maintain and to motivate employees. If this not done employee dissatisfaction and poor performance will results in low productivity.

4. Societal objectives :-

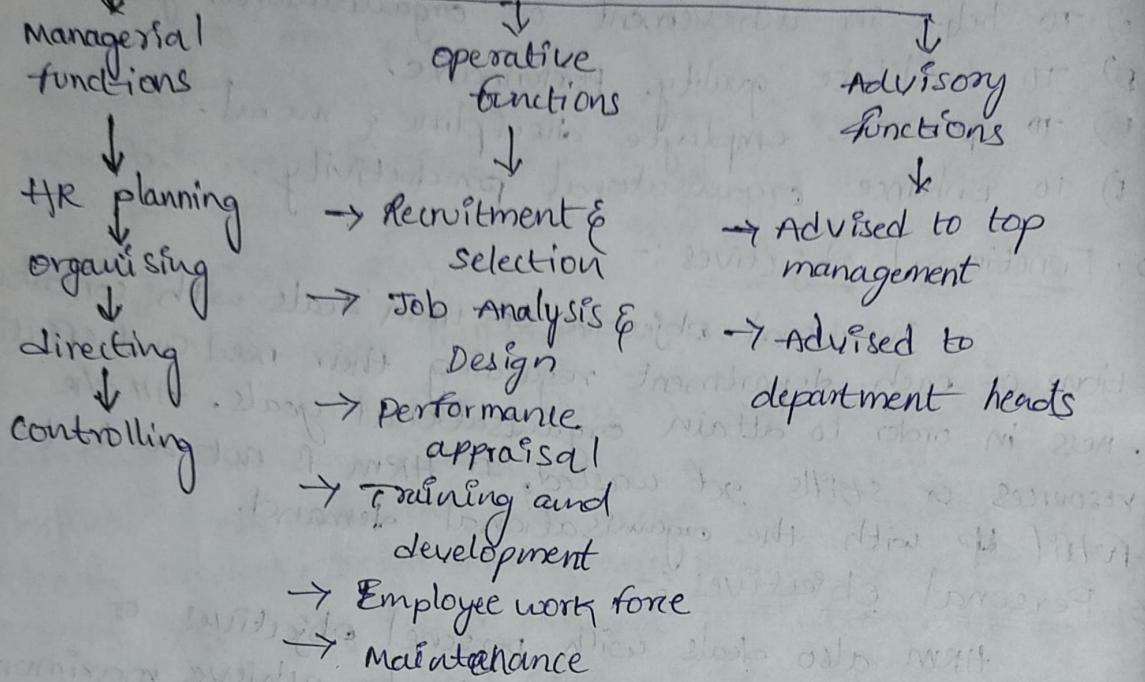
HRM may contribute ethically and socially regarding the needs and challenges emerging in the society. If an organisation fails to use its resources for society benefits in ethical ways it may leads to restriction by society. It promotes integrity and social responsibility.

Q) Define Human Resource Management and Explain its functions?

A) HRM is a management function it concerned with hiring, motivating and maintaining work force in an organisation. HRM deals with issues related to employees such as hiring,

training and development, compensation, motivation, communication and administration. HRM ensures satisfaction of employees and maximum contribution of employees to the achievement of organisational objectives.

Functions of HRM



I managerial functions:-

1. HR planning:-

In this function of HRM the number and type of employee needed to accomplish organisational goals is determined. Research is an important part of this function, information is collected and analysed to identify current and future human resource need and to forecast changing values, attitudes and behaviour of employee their impact on organisation.

2. Organising:-

In an organisation tasks are allocated among its members, relationships are identified and activities are integrated for towards a common objective so that they can collectively contribute the attainment of organisational goals.

3. Directing:-

Activating employees at different levels

and making them to contribute maximum to the organisation is possible through proper direction and motivation. Tapping the maximum potentialities of the employees is possible through motivation and command.

4. Controlling :-

After planning, organising and directing the actual performance of employees is checked, verified and compared with the plans. If the actual performance is found deviated from the plan, control measures are required to be taken.

II Operative functions :-

1. Recruitment & Selection :-

Recruitment and selection of candidates is the function preceding the selection which brings the pool of prospective candidates for the organisation so that the management can select the right candidate from this pool.

2. Job Analysis & Design :-

Job analysis is the process of describing the nature of a job and specifying the human requirements like qualification, skill and work experience to perform that job.

~~Job design aims at outlining and organising tasks, duties and responsibilities into a single unit of work for the achievement of certain objectives.~~

3. Performance appraisal :-

Human resource professionals are required to perform this function, to ensure that the performance of the employee is at acceptable level.

4. Training & Development :-

This function of HRM helps the employees to acquire skills and knowledge to perform their jobs effectively. Training and development programs are

organised for both new and existing employees. Employees are prepared for higher level responsibilities through training and development.

5. Employee workforce :-

This function refers to various services, benefits and facilities that are provided to employees for their well-being.

6. Maintenance :-

HR is considered as asset for the organisation, employee turnover is not considered good for the organisation. HRM always tries to keep their best performing employees with the organisation.

III. Advisory Functions :-

HRM is Expert in managing human Resources and so can give advise on matters related to Human Resource of the organisation.

1. Advised to top Management :-

Personnel manager advises the top management in formulation and evaluation of personnel programs, policies and procedures.

2. Advised to Department heads :-

Personnel manager advises the heads of various departments on matters such as Plan power planning, Job Analysis, Job design, recruitment, selection, training, placement, performance appraisal

⑤ What is the role of an HR Manager in an Organisation?

A) The Role of an HR Manager in an organisation is multifaceted, encompassing various responsibilities aimed at managing and maximizing the

Potential of work force. The HR manager plays a important role in organisational success.

- HR strategies align with overall business objectives contributing to organisational success.
- It facilitates learning opportunities to enhance skills & knowledge
- To design and administer competitive compensation packages to attract and retain talent.
- To establish systems for goal setting, feedback and performance appraisals.
- To promote a diverse and inclusive work place, valuing differences among employees.
- To manage relationships, address concerns, foster a positive work environment.
- To utilize technology efficiency, HR process including payroll and talent management.
- To prioritize the well being of employees for key roles through wellness programs and support initiatives.
- To negotiate with labour unions, addressing concerns for a harmonious work place.

The HR manager serves as a strategic plan to overseeing various functions crucial to organisational success.

Q) Explain the importance of HRM?

A) The importance of HRM must be viewed through strategic, overall goals for the organisation based on a micro-approach

1. Objective :-

(1) 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 makes them ready for future promotions. their talent can be utilized not only the company in which they are currently working but also other companies in which the employee may join in the future.

3. Improves the Economy:-

Effective human resource practices leads to higher profits and better performance by companies due to this the company achieves a chance to enter into new business and start new venture, this industrial development increases and the economy improves.

4. Better Relations between Union and Management:-

Healthy HRM practices can help the organisation 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 strikes are reduced.

5. 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 turn over.

~~Gf
24/1/25~~