

# Human Resource Management

Human Resource Management is the process of recruiting, selecting, inducting employees, providing orientation, imparting training and development, appraising the performance of employees, deciding compensation and providing benefits, motivating employees, maintaining proper relations with employees and their trade unions, ensuring employees safety, welfare and healthy measures in compliance with labor laws of the land and finally following the Orders / Judgments of the concern High Court and Supreme Court, if any.

Human Resource Management 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
- Human Resource Management is a multidisciplinary subject. It includes the study of management, psychology, communication, economics and sociology.
- It involves team spirit and team work.
- It is a continuous process.

## **Managerial Function Includes:**

### **1. Planning**

One of the primary function where number & type of employees needed to accomplish organizational goals are determined. Research forms core HRM planning which also helps management to collect, analyze and identify current plus future needs within the organization.

### **2. Organizing**

Organization of the task is another important step. Task is allocated to every member as per their skills and activities are integrated towards a common goal.

### **3. Directing**

This includes activating employees at different levels and making them contribute maximum towards organizational goal. Tapping maximum potentialities of an employee via constant motivation and command is a prime focus.

### **4. Controlling**

Post planning, organizing and directing, performance of an employee is checked, verified and compared with goals. If actual performance is found deviated from the plan, control measures are taken.

The importance of HRM is discussed below:

#### Social Level:

Proper management of personnel's enhances their dignity by satisfying their social needs.

This is done by taking following steps:

- (i) Forming a balance between the jobs available and the job seekers, according to the qualifications and needs of the organizational criteria.
- (ii) Giving the organization suitable and the most productive employment, which might bring to them psychological satisfaction.
- (iii) Utilizing maximum resources in an effective manner and paying the employee a reasonable compensation in proportion to the contribution that has been made by him.
- (iv) Reducing waste or improper use of human resources, through conservation of their normal energy and health.
- (v) Assisting people to take their own decisions that are in their interests.

#### Professional Level:

By creating healthy working environment, teamwork in the employees is promoted.

This is done by taking the following steps:

- (i) Forming the dignity of the employees as a 'human-being'.
- (ii) Giving maximum opportunities to the development of individual.
- (iii) Giving healthy relationship between different workgroups so that the work may be effectively performed.
- (iv) Enhancing the employee's working skill and capacity
- (v) Rectifying the errors of wrong postings and proper re-allocation work.

#### Individual Level:

It can help the organization in accomplishing its goals by adopting the following measures:

- (i) Making right attitude among the employees through effective motivation.
- (ii) Making effective use of effectively the available human resources that are available.
- (iii) Tying willing cooperation of the employees for achieving goals of the enterprise and fulfilling their own social and other psychological needs of recognition, love, affection, belongingness, esteem and self-actualization.

#### Corporate Level:

HRM is of great use in helping business organizations to attain its goals and objectives more efficiently and effectively in the following ways:

- (i) By ensuring that business organization has a team of dedicated, competent employees.
- (ii) By utilizing all available human resources.
- (iii) By attracting as well as retaining requisite talent through the following effective HR planning, recruitment, selection, placement, orientation, compensation, and promotion policies.
- (iv) By developing a requisite skills and correct attitude amongst the employees through the proper training of employee, development, performance appraisal and other schemes.
- (v) By effectively securing the willing cooperation of employees through motivation, grievance handling and so on.

National Level:

HRM plays a very vital role in the development of nation in following ways:

- (i) Judicious utilization of natural, physical and financial resources of nation requires an efficient and committed workforce.
- (ii) Economic development of nation is dependent upon the skills, attitudes, and values of its human resource.
- (iii) It aids to accelerate the process of economic growth.
- (iv) It assists to help in improving the standard of living and better employment.