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Subject: Human Resource Management

Topic: Human Resource Management

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HUMAN RESOURCE



Personnel, People at work, Manpower,
Staff, employees

Definitio

n

- Human resource management can be defined as
 - “ employing people, developing their resource, utilizing maintaining and compensating their services in tune with the job and organizational requ



HRM FUNCTIONS

HR acquisition

1. HR planning
2. Recruitment
3. Selection
4. Placement

HR development

1. Career planning
2. Training & development
3. Organizational Development

Performance & compensation

1. Performance Mg
2. Incentives & benefits

Motivation & maintenance

1. Empowerment
2. Health & Safety
3. HR mobility
4. Creating motivating environment

Industrial relations

1. Discipline & grievance mg
2. Industrial dispute Mg

HR Information system
HR research
HR accounting
HR audit

Scope(capacity) of



1. Human resource planning-fill various position
2. Recruitment & Selection- develop a pool(team) of candidates
3. Job Design: define task, assign authority & responsibility
4. Training & Development- helps in developing key competencies
5. Appraisal of performance-systematic assessment & evaluation of workforce
6. Motivation of workforce- develop enthusiastic workforce
7. Remuneration of employees-focuses on fair, consistent & equitable compensation
8. Social security & Welfare of employees-working conditions, transport, medical assistance etc
9. Review & audit of personnel policies- ensures reliable HR policies





Objectives of

FIRM



1. To help the organization reach its goal
2. To employ the skills and abilities of the workforce efficiently
3. To provide the organization with well trained & well motivated employees
4. To increase employees job satisfaction and self actualization (stimulate employees to realize their potential)
5. To develop & maintain a quality of work life.
6. To communicate HR policies to all employees.
7. To be ethically & socially responsive to the needs of the society(ensuring compliance with legal & ethical standards)
8. To provide an opportunity for expression & voice in management



Importance of HRM

1. Attract & retain talent
2. Train people for challenging roles
3. Develop skills & competencies
4. Promote team spirit
5. Develop loyalty & commitment
6. Increase productivity & profits
7. Improve job satisfaction
8. Enhance standard of living
9. Generate employment opportunity

**GOOD HR
PRACTICES
HELPS**



er trust & respect

Qualities of HR



Henry Fayol categorized as

Manager

- Physical- health, vigor (energy, strength), address
- Mental- ability to understand, learn, judge & adaptable
- Moral – firmness, responsible, initiative, loyal, dignity (self respect)
- Educational- subject knowledge about function performed
- Technical- peculiar knowledge on function performed
- Experience – arising from work

proper. OTHERS:

Alert mentally, competent to take quick decision, honesty & integrity, patience, good leader, socially responsible, good



HUMAN RESOURCE

PLANNING

- According to Geisler-

“ Man power planning is the process which includes forecasting, developing implementing, and controlling by which a firm ensures that it has the right number of people and the right kind of people at the right place, at the right time doing work for which they are economically most useful”



Objectives of Human resource

- 1) **Planning** personnel requirement
- 2) To ensure optimum utilization of resource
- 3) Use of existing manpower productively
- 4) Cope with changes (training about technological changes)
- 5) To provide control measures (ensure availability when required)
- 6) Promote employees in systematic manner (promotions, pay scale)
- 7) To provide a basis for Management Development Programmes.





Importance of HR Planning

- A. Reservoir of talent-**
retain skilled
- B. Prepare people for future-**
motivated & developed to meet future needs
- C. Expand or contract-**
continuous supply of people to handle challenging jobs
- D. Cut cost-Hr budget**
- E. Succession planning-**
stars are picked for challenging projects



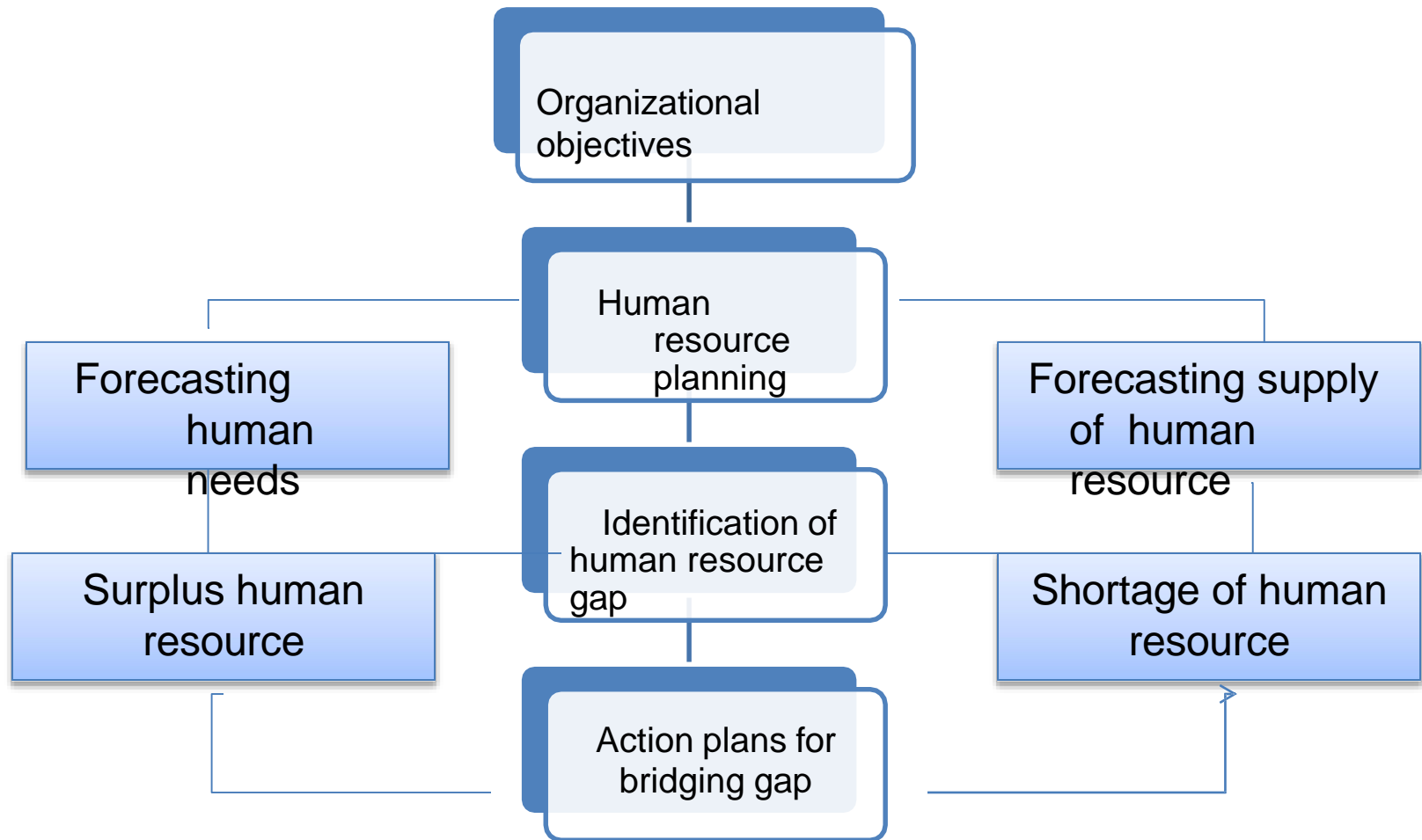
EFFECTIVE HUMAN RESOURCE PLANNING:

set efficient objective, top mg support, Employee skill

inventory, HR

Information system, Coordination

HUMAN RESOURCE PLANNING



THANK YOU